

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: AdvantageEDC

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-15 |
| 2 | OPDIV: | HHS/NIH/NCCAM |
| 3 | Title of System or Information Collection: | AdvantageEDC |
| 4 | Is this system or information collection new or is an existing one being modified? | New |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09250200 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NCCAM 009 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Purpose is to provide a database and data management system for the conduct of clinical investigation at Division of Intramural Research/NCCAM under Authority # 42 USC 287c-21. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Patient information without identifiers is collected for the purpose of the conduct of clinical investigations in Complementary and Alternative Medicine (CAM). |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Clinical data collected in accordance with NCCAM protocols of clinical investigation enable study investigators to advance knowledge about CAM according to study outcomes set forth in clinical study protocols. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | Information is collected to advance the knowledge about the safety and efficacy of CAM for the treatment of human diseases. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: AdvantageEDC

- | | |
|---|---|
| 15 Identify with whom the agency will share the IIF. | The study information will be shared among collaborating study investigators only. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Study information will be collected only from study subjects and their medical records according to written consent forms read, explained to and signed by study subjects prior to study entry. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No information will be collected from children under age 13 on the Internet. |
| 18 Describe how the IIF will be secured. | Information will be collected and stored without patient identifiers. Stored information will be password protected and accessible only for identified study investigators. |
| 19 Describe plans for retention and destruction of IIF. | Records are retained and disposed of under the authority of records control schedule NIH M.C. 1743, Appendix 1, item 3000-G-3 |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09 25 0200 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Applications Database

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-17 |
| 2 | OPDIV: | HHS/NIH/NCCAM |
| 3 | Title of System or Information Collection: | Applications Database |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09250036 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NCCAM 003 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The system tracks grant applications under authority 42 USC 287c-21. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The information is from the NIH IMPAC II system and is used to communicate with the applicants and to disseminate information to staff involved in the applications process. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Only data pertaining to the applications process are used. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | It is retrieved to facilitate communication of the applications process and to track the progress of applications. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Applications Database

- | | | |
|----|--|---|
| 15 | Identify with whom the agency will share the IIF. | It is for internal purposes only; it will not be shared. |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | The information is obtained by the NIH IMPAC II system and all notification and consent procedures with subjects are handled at that level. |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | The information is physically secured by a required key card and employee badge, and electronically secured by a password login procedure to the NIH computer system, a restricted folder location, and a requirement of a password when accessing the database. |
| 19 | Describe plans for retention and destruction of IIF. | Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 □ □ Keeping and Destroying Records □ (HHS Records Management Manual, Appendix B-361), item 4000-A-2, which allows records to be destroyed when no longer needed for administrative purposes. Refer to the NIH Manual Chapter for specific disposition instructions. |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09250036 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: BEB-NIMH

Question:

- 1 Date of this Submission (MM/DD/YYYY):
- 2 OPDIV:
- 3 Title of System or Information Collection:
- 4 Is this system or information collection new or is an existing one being modified?
- 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.
- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.

Response:

2004-06-14

NIH NIMH Behavioral Endocrinology Branch

NIMH Behavioral Endocrinology Branch (BEB)

New

Clinical Informatics database with a web client interface.

Clinical research data is collected from the administration of various clinical instruments. This data are then analyzed for possible association with endocrine related mood disorders.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: BEES

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-14 |
| 2 | OPDIV: | HHS/NIH/OD/ORS |
| 3 | Title of System or Information Collection: | Behavior and Environmental Enrichment System (BEES) |
| 4 | Is this system or information collection new or is an existing one being modified? | Existing, under development |
| 7 | Unique Project Identifier Number: | 009-25-01-26-02-3301-00-405-143 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Record and report animal behavior data. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | No PII data are collected. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: BEES

- | | | |
|----|--|-----|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: BPBpd-NIMH

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-14 |
| 2 | OPDIV: | HHS/NIH/NIMH |
| 3 | Title of System or Information Collection: | Biological Psychiatry Branch Database (BPBpd) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-25-0200 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This is a database that is used for the organization and retrieval of patient information for research purposes. This system falls under the jurisdiction of NIH: Public Health Service Act, Section 301. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The information collected from individuals will include name, DOB, address and phone numbers, study identification and hospital numbers, as well as medical and demographic information. This information will be used to study treatment modalities for Bipolar and Unipolar Mood Disorders |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Only information deemed necessary to conduct safe and ethical research studies that address the scientific question are collected. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | The information is collected for research purposes only. Research into new treatments for mood disorders will benefit many individuals with psychiatric illness. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: BPBpd-NIMH

- | | |
|--|--|
| 15 Identify with whom the agency will share the IIF. | There is no sharing of information with any other agency. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | The information is obtained via verbal, written and medical procedures. Individuals with psychiatric conditions contacting NIH for treatment will be asked to participate in research studies, and only after informed consent is acquired, data collection ensues under an NIH approved protocol. Principle investigators will describe the procedures, benefits, risks, and the voluntary nature of participation to the individuals as part of the informed consent process. This information is collected in accordance with the guiding principles described in Ethical Principles and Guidelines for the Protection of Human Subjects of Research. Information gleaned from these studies that is published in professional journals will have any identifiable information removed to protect the confidentiality of the individuals. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No information from children will be part of this database system. |
| 18 Describe how the IIF will be secured. | The information will be stored in locked file cabinets (paper form), and on a secured computer with a security system (electronic form). All access to storage sites is via guards, identification badges and locked doors, and in the case of computer systems, via password protected secure computers. Whenever possible, identifying information is replaced with codes, which are stored in a separate location. |
| 19 Describe plans for retention and destruction of IIF. | Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743. Typically, data retention complies with the standard 7 years after publication. Destruction involves security shredding of paper and deletion of computer files. All computers that are surplus undergo a hard-disk erasure at NIH approved facility. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | This information system falls under the existing NIH Privacy Act system of records 09-25-0200. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Bridges-NIGMS

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 | OPDIV: | HHS/NIH/NIGMS |
| 3 | Title of System or Information Collection: | Bridges |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-27-02-5111-00-500-200 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIGMS-0001 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The Bridges system provides the ability to collect contact information for institutions participating in the Bridges program. These are grant data that are not captured in the enterprise extramural system. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The data include institutional contact information, which is used to maintain contact with grantees under the Bridges mechanism. This system does not contain any Personally Identifiable Information. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CAMERA

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-17 |
| 2 | OPDIV: | HHS/NIH/NCCAM |
| 3 | Title of System or Information Collection: | CAMERA |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09 25 0036 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NCCAM 004 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The purpose is to code and report on research projects. Authorized under 42 USC 287c-21. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Data is obtained from IMPACT II and populates CAMERA database. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Information collected is the minimum necessary to code and report on research projects. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | To code and report on research projects. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CAMERA

- 15 Identify with whom the agency will share the IIF. The information is for internal use only.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. Information is obtained from NIH IMPACT II database. Because we do not add any new confidential information, notification would be addressed by the IMPAC II managers.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) No
- 18 Describe how the IIF will be secured. Servers and terminals are held in secure buildings. Servers and terminals are password protected and have limited access by few staff.
- 19 Describe plans for retention and destruction of IIF. Records are retained and disposed of under authority of the NIH Record Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 □ □ Keeping and Destroying Record □ (HHS Records Management Manual, Appendix B-361), item 4000-A-2, which allows records to be destroyed when no longer needed for administrative purposes. Refer to the NIH Manual Chapter for specific disposition instructions.
- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. SOR: 09 25 0036

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CBDB-NIMH

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-14 |
| 2 | OPDIV: | HHS/NIH/NIMH |
| 3 | Title of System or Information Collection: | Clinical Brain Disorders Branch Clinical Database (CBDB) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-25-0200 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This database includes clinical data on research subjects studied at the NIH in the Clinical Brain Disorders Branch. The authorizing authority is NIH Public Health Service Act, Section 301. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | We collect information when subjects apply to volunteer for research protocols approved by our Institutional Review Board. We use the information to study brain function and the biology of mental illness. Personal information collected from subjects who apply for entry into the research studies includes a limited amount of demographics, psychiatric and medical history and related clinical information. Personal information collected from subjects accepted into the research studies includes additional demographics, psychiatric and medical history and related clinical information, as well as developmental history, and a variety of measures of brain function. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CBDB-NIMH

13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.

Brain function is complex and is affected by a number of variables. For valid scientific studies, we need to control for or take into account demographic, psychiatric, medical, and other clinical factors.

14 Explain why the IIF is being collected, maintained, or disseminated.

This information is being collected to elucidate the neurobiology of schizophrenia

15 Identify with whom the agency will share the IIF.

The information is not shared outside NIH.

16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.

Information is obtained from subjects who contact our recruitment department and from subjects who participate in our research protocols. Subjects are requested to provide us with this information for the purposes of evaluating their suitability for research and for the actual research itself. Regarding the recruitment material, patients and family members provide written and verbal descriptions of the illness and with copies of medical record. These are summarized in a written document and in a searchable database format. Subjects who are accepted into the protocol then sign an IRB approved consent form, which describes what information is to be collected. Participants are told that information they provide is confidential and will only be shared with members our research team.

17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)

Information will not be collected on subjects under the age of 13.

18 Describe how the IIF will be secured.

The information is stored in a password protected computer database, physically located in a locked research ward.

19 Describe plans for retention and destruction of IIF.

Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1B "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 3000-G-3, which allows records to be kept as long as they are useful in scientific research. Collaborative Perinatal Project records are retained in accordance with item 3000-G-4, which does not allow records to be destroyed. Refer to the NIH Manual Chapter for specific conditions on disposal or retention instructions.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CBDB-NIMH

- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

09-25-0200



U.S. Department of Health and Human Services

PIA-HHS-Form-2004
Report Date: 7/12/2005
Page: 18



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Central Process & Distri

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-02-18 |
| 2 | OPDIV: | HHS:NIH:CC |
| 3 | Title of System or Information Collection: | CC Central Processing & Distribution |
| 4 | Is this system or information collection new or is an existing one being modified? | Existing. |
| 7 | Unique Project Identifier Number: | 009-25-01-26-02-3014-00 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Information is collected pertaining to receipt, distribution and inventory of medical supplies within the Clinical Center. There is no Individually-Identifiable Information collected directly or indirectly or stored in the system |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Information collected includes identification numbers, volume, and description of supplies received and delivered to all patient care areas of the Clinical Center. Information is collected for inventory maintenance only and is limited to that functionality. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CHP-NIMH

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-14 |
| 2 | OPDIV: | HHS/NIH/NIMH |
| 3 | Title of System or Information Collection: | Child Psychiatry Branch Database (CHP) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-25-0200 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | NIH Public Health Services Act, Section 301. Collected data is required to clinically treat inpatients participating in Child Psychiatry Branch protocols in addition to analysis of the underlying mechanisms thought to be involved in manifestation of the disease processes. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Biochemical, physiological, psychological measures and medical records are collected. This data is used to examine etiology, treatment options, medication response, and longitudinal outcome for childhood-onset schizophrenia, ADHD, Klinefelters Syndrome and other disorders. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Collected data is required to clinically treat inpatients participating in Child Psychiatry Branch protocols in addition to analysis of the underlying mechanisms thought to be involved in manifestation of the disease processes. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CHP-NIMH

- | | |
|---|--|
| 14 Explain why the IIF is being collected, maintained, or disseminated. | The collected information is required in order to be able to conduct research on the mechanisms of the disease processes within the guidelines of NIMH approved research protocols. |
| 15 Identify with whom the agency will share the IIF. | No personally identifiable information is released to any entities outside of the Child Psychiatry Branch. Data/samples coded with confidential numbers may be sent to outside labs for analysis. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Information is collected directly from subjects and family members. Signed informed consent and assent is collected from all subjects and family members witnessed of a patient advocate. Copies of research protocols are provided to all participants and all cooperation is completely voluntary. The consent process involves face-to-face meetings with CHP staff, subjects, and patient advocates. The meeting and the protocol consents hard copies all list the type of data/specimens that will be collected and stress the voluntary and confidential methods for use. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No. |
| 18 Describe how the IIF will be secured. | Password, firewall protected, network and systems located in securely locked room and building |
| 19 Describe plans for retention and destruction of IIF. | Information is retained and destroyed according to federal rules governing long-term storage as describe by the Federal Records Center and by NIH Manual Chapter 1743 3000-G-3-b |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-25-0200 |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Correspondence Track Sys

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | OPDIV: | HHS/NIH/CSR |
| 3 | Title of System or Information Collection: | CChild Psychiatry Branch Database (CHP) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | CSR-4 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Tracks correspondence to/from CSR Director's Office. Authorized by Section 301 of the PHS Act. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | No PII information is collected. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Correspondence Track Sys

- | | | |
|----|--|-----|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | No |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Council Mem DB-NIGMS

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 | OPDIV: | HHS/NIH/NIGMS |
| 3 | Title of System or Information Collection: | NIGMS Council Member DB |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-27-02-5111-00-500-200 |
| 8 | System of Records Number: | 09-25-0036 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIGMS-0012 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The NIGMS Council Member DB is used to collect and maintain contact information for NIGMS National Advisory General Medical Sciences (NAGMS) council members. NIGMS and its contractors will use the data to contact council members and send them materials prior to council meetings. Information in this system is protected by the Privacy Act as part of NIH system of records 09-25-0036, and its collection is authorized by 42 U.S.C. 284a, section 406 of the Public Health Service Act, as amended. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Data includes name home phone number and address information. These data are used in contacting council members and sending them materials associated with council duties. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Council Mem DB-NIGMS

13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.

Only data required for maintaining contact information is collected.

14 Explain why the IIF is being collected, maintained, or disseminated.

To maintain current and historical information pertaining to the establishment of chartered advisory committees of the National Institutes of Health and the appointment of their members. These data are used in contacting council members and sending them materials associated with council duties.

15 Identify with whom the agency will share the IIF.

The data collected is made available to those outside the NIH only as required by law.

16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.

Data is collected from the council members through phone calls and/or email.

17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)

No

18 Describe how the IIF will be secured.

Regular access to information is limited to NIGMS staff who are collecting the information or sending materials. Developers and/or Contractor employees may have access on an as-needed basis for system administration and maintenance. Other access is granted only on a case-by-case basis, consistent with the restrictions required by the Privacy Act (e.g., when disclosure is required by the Freedom of Information Act), as authorized by the system manager. Access to the data is restricted by role based security, accounts, and passwords. The database is protected within a locked facility with cipher locks and controlled access.

19 Describe plans for retention and destruction of IIF.

Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 4000-A-2, which allows records to be destroyed when no longer needed for administrative purposes.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Council Mem DB-NIGMS

- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

System of Records notice: 09-25-0036



U.S. Department of Health and Human Services

PIA-HHS-Form-2004
Report Date: 7/12/2005
Page: 29



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CRISP

Question:

Response:

- | | | |
|----|---|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-26 |
| 2 | OPDIV: | HHS/NIH/OER |
| 3 | Title of System or Information Collection: | Computer Retrieval of Information on Scientific Projects (CRISP) |
| 4 | Is this system or information collection new or is an existing one being modified? | existing |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-25-0036 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | <p>. CRISP (Computer Retrieval of Information on Scientific Projects) is a searchable database of federally funded biomedical research projects conducted at universities, hospitals, and other research institutions. The database, maintained by the Office of Extramural Research at the National Institutes of Health, includes projects funded by the National Institutes of Health (NIH), Substance Abuse and Mental Health Services (SAMHSA), Health Resources and Services Administration (HRSA), Food and Drug Administration (FDA), Centers for Disease Control and Prevention (CDCP), Agency for Health Care Research and Quality (AHRQ), and Office of Assistant Secretary of Health (OASH). Users, including the public, can use the CRISP interface to search for scientific concepts, emerging trends and techniques, or identify specific projects and/or investigators.</p> |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CRISP

- | | |
|---|--|
| <p>12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.</p> <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p> <p>15 Identify with whom the agency will share the IIF.</p> <p>16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> <p>17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> <p>18 Describe how the IIF will be secured.</p> <p>19 Describe plans for retention and destruction of IIF.</p> | <p>Division of Research Documentation (DRD) is responsible for indexing and retrieving the scientific contents of awarded U.S. Public Health Service (PHS) research grants, research contracts, and intramural projects. These records represent the CRISP system, NIH's central scientific information database on funded research projects. DRD indexing involves the analysis of documents that reflect detailed information on proposed and current biomedical research. The task of selecting appropriate indexing terms requires expert judgment because much of the proposed work is innovative and untried. In order to identify the scope and intent of the research, applications must be reviewed and the most suitable indexing terms selected from the CRISP Thesaurus, DRD's controlled vocabulary of indexing terms.</p> <p>Information is collected to provide a wide range of users with scientific information in a timely, comprehensive, useful, and reproducible manner.</p> <p>Information is accessible to biomedical researchers, administrators, and general public</p> <p>Information is obtained from U.S. Public Health Service (PHS) research grants, research contracts, and intramural projects. The Investigator is notified that if the application is funded, then the description will be come public information.</p> <p>No information is collected from children</p> <p>Information is secured according of guidelines for the NIH eRA system</p> <p>Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 4000-A-2, which allows records to be destroyed when no longer needed for administrative purposes. Refer to the NIH Manual Chapter for specific disposition instructions.</p> |
|---|--|



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CRISP

- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

NIH Privacy notice <http://www.nih.gov/about/privacy.htm>



U.S. Department of Health and Human Services

PIA-HHS-Form-2004
Report Date: 7/12/2005
Page: 35



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Internet

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 OPDIV:	HHS/NIH/CSR
3 Title of System or Information Collection:	CSR Internet
4 Is this system or information collection new or is an existing one being modified?	N/A
7 Unique Project Identifier Number:	009-25-01-27-02-3204-00-305-109
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	CSR-3
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Provides information on CSR work to the general public. Authorized by Section 301 of the PHS Act.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	No PII information is collected.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	N/A
14 Explain why the IIF is being collected, maintained, or disseminated.	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Internet

- | | | |
|----|--|-----|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | No |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Intranet

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | OPDIV: | HHS/NIH/CSR |
| 3 | Title of System or Information Collection: | CSR Intranet |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-27-02-3204-00-305-109 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | CSR-2 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Provides information on CSR work to CSR and NIH staff. Authorized by Section 301 of the PHS Act. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | No PII information is collected. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Intranet

- | | | |
|----|--|-----|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | No |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Mark Sense Score Sys

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | OPDIV: | HHS/NIH/CSR |
| 3 | Title of System or Information Collection: | Mark Sense Scoring System |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-25-0036 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | CSR-6 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Reads scores from mark sense forms and loads scores into IMPACII. Authorized by Section 301 of the PHS Act. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Name and institution at which applicant is employed is downloaded from IMPAC II and printed on mark sense score sheets. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | No other identifying data other than name and employing institution is downloaded. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | The printed score sheets are used by reviewers to record scores of reviewed applications. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Mark Sense Score Sys

- | | |
|---|--|
| 15 Identify with whom the agency will share the IIF. | This information is not shared from this system. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | The information is obtained from the IMPAC II system of records. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No. |
| 18 Describe how the IIF will be secured. | Access to the information restricted by userid and password. |
| 19 Describe plans for retention and destruction of IIF. | After upload of the scores, the information is deleted. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | Extramural Awards and Chartered Advisory Committees (IMPAC2) Contract Information (DCIS), and cooperative Agreement Information. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: DSRNET

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-14 |
| 2 | OPDIV: | HHS/NIH/OD/ORS |
| 3 | Title of System or Information Collection: | DSRnet |
| 4 | Is this system or information collection new or is an existing one being modified? | Existing, under development |
| 7 | Unique Project Identifier Number: | 009-25-01-26-02-3301-00-405-143 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Record and report animal pathology data. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | No PII data are collected |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: DSRNET

- | | | |
|----|--|-----|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: e-Grants/web-Grants-NCI

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | OPDIV: | HHS/NIH/NCI |
| 3 | Title of System or Information Collection: | NCI e-Grants/web-Grants |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 8 | System of Records Number: | 009-25-04-00-02-4930-00-202-069 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | 09-25-0036 |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The eGrants/web-Grants provides online access over the web to the grants file including the ability to search for particular grants or documents. Authority for maintenance of the system is per SOR 09-25-0036: 5. U.S.C. 301; 42 U.S.C. 217a, 241, 282(b)(6), 284a, and 288. 48 CFR Subpart 15.3 and Subpart 42.15. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The PIA information that the system captures on the public is obtained from the NIH IMPACII system and the NIH Data Warehouse. The PIA that the system directly collects is about individuals employed by NCI and involved in the grants business process. PII includes Social Security Number. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | The information about NCI employees is contact information, NCI organizational and role information. This information is used to impose system access restrictions or privileges according to business area and to provide for tracking of business related actions. |
| 15 | Identify with whom the agency will share the IIF. | The majority of this information is not shared outside of NCI the name and contact information is shared with the NIH IMPACII system. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: e-Grants/web-Grants-NCI

- | | |
|--|--|
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | This information is obtained from the representatives of the NCI organization where the individuals are employed. The information will be entered through an NCI intranet web application. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | There is no information collected directly from the public including children. |
| 18 Describe how the IIF will be secured. | The information is secured via access restrictions including database roles, passwords and firewall. There is also physical security in place for the servers consisting of guards, cardkeys, cipher locks and storage of backup files at a different physical location. |
| 19 Describe plans for retention and destruction of IIF. | Data will be maintained per retention and disposal section of SOR 09-25-0036 |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | The existing system of records is SOR is 09-25-0036 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: e-HR Website

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-28 |
| 2 | OPDIV: | HHS/NIH/OD/OHR |
| 3 | Title of System or Information Collection: | e-HR Website (contains VLTP log and Request for Retirement |
| 4 | Is this system or information collection new or is an existing one being modified? | Existing |
| 8 | System of Records Number: | 09-90-0106 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Intranet website □ most of which simply provides information on electronic Human Resources at NIH. The VLTP log provides a list of all VLTP participants and their reason. The Retirement Estimate Request allows NIH employees to sign up to receive a retirement estimate. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Collects contact information from HHS/NIH employees requesting a retirement estimate. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Simple contact data is collected from users within the NIH firewall. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | To request a retirement estimate. |
| 15 | Identify with whom the agency will share the IIF. | The information is only shared internally at NIH with human resources specialists in the WRD/OHR division. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: e-HR Website

- | | |
|---|---|
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | HHS/NIH employees can choose to submit their name, address, phone, e-mail to request a meeting with WRD Benefits staff to review their potential retirement earnings. Information is not submitted unless the HHS/NIH employee chooses to do so by clicking Submit. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No |
| 18 Describe how the IIF will be secured. | All data collected from HHS/NIH employees is collected behind the NIH Firewall. |
| 19 Describe plans for retention and destruction of IIF. | Data is retained in archive for 1 year. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | No |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: eRA

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-10-25 |
| 2 | OPDIV: | NIH |
| 3 | Title of System or Information Collection: | NIH Electronic Research Administration (eRA) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 5 | Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | Y |
| 6 | Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | Karen Plá, NIH Privacy Act Coordinator |
| 7 | Unique Project Identifier Number: | 009-25-04-00-01-4613-00 |
| 8 | System of Records Number: | 09-25-0036 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | To support the HHS and NIH missions in the area of extramural research. The legislation authorizing this activity is 5 U.S.C. 301; 42 U.S.C. 217a, 241, 282(b)(6), 284a, and 288. 48 CFR Subpart 15.3 and Subpart 42.15. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The agency collects IIF information to help the NIH mission in the area of extramural research. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: eRA

- | | |
|---|---|
| 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | The system collects data contained on the PHS Form 398 Grant Application, the PHS Form 2590 Progress Report for a Public Health Service Grant and PHS Form 416 Individual Fellowship Forms. All information is provided by the individual and used in the processing and awarding of grant funding. |
| 14 Explain why the IIF is being collected, maintained, or disseminated. | The information is being collected to conduct extramural research analysis. |
| 15 Identify with whom the agency will share the IIF. | The IIF data will be used for internal analysis. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | All IIF information is collected directly from the individual. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | Not applicable. |
| 18 Describe how the IIF will be secured. | Administrative, Technical and Physical security controls are in place to safeguard the IIF data. |
| 19 Describe plans for retention and destruction of IIF. | Data retention and destruction will comply with the Records Management Retention Policy. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | The eRA system operates under the following legislative authority, 5 U.S.C. 301; 42 U.S.C. 217a, 241, 282(b)(6), 284a, and 288. 48 CFR Subpart 15.3 and Subpart 42.15. The Privacy Act system of record number is 09-25-0036 and is entitled "Extramural Awards and Chartered Advisory Committees: IMPAC (Grant/Contract/Cooperative Agreement/Chartered Advisory Committee Information), HHS/NIH/OER and HHS/NIH/CMO." |
| 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Signed by: Timothy J. Wheelles NIH Privacy Act Officer 10/25/04 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: eRA

22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):

Not yet signed by: Suzanne J. Servis Designee for NIH Director

23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):

Not yet signed by: Alan Graeff NIH Chief Information Officer



U.S. Department of Health and Human Services

PIA-HHS-Form-2004
Report Date: 7/12/2005
Page: 57



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ESTAR-NIGMS

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-16 |
| 2 | OPDIV: | HHS/NIH/NIGMS |
| 3 | Title of System or Information Collection: | ESTAR |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-27-02-5111-00-500-200 |
| 8 | System of Records Number: | 09-25-0156 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIGMS-0002 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | <p>E-STAR, the Electronic Student Tracking and Reporting system, is a Web-based data-management system that allows university and research-center administrators to submit information about students in the Bridges to the Future program. NIGMS and its contractors will use the data to evaluate the success of the Bridges Program. Information in the E-STAR system is protected by the Privacy Act as part of NIH system of records 09-25-0156, and its collection is authorized by 42 USC 241.</p> |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | <p>The data are used to determine the progress of students supported under the Bridges program. Data includes student names and SSN for unique identification of students, as well as employment status and level of education achieved. Gender and residency status is also collected for statistical analysis.</p> |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ESTAR-NIGMS

- | | |
|--|--|
| 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | SSN is required to ensure unique identification of the students. Employment status and level of education are required to determine successful outcomes. Gender and residency status are required for statistical analysis of student outcomes. |
| 14 Explain why the IIF is being collected, maintained, or disseminated. | The information is used by NIH program analysis staff to evaluate the success of the Bridges program. |
| 15 Identify with whom the agency will share the IIF. | The information is made available to those outside the NIH only as required by law. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | ESTAR is a web-based data-management system that allows university and research-center administrators to submit information about students in the Bridges to the Future program. The web site that collects the data provides Privacy Act information about the data collection. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No |
| 18 Describe how the IIF will be secured. | Access to PII data for university and research-center administrators is limited to data for those students supported under their grant. Regular access to information is limited to NIGMS staff who are conducting, reviewing or contributing to the evaluation study. Contractor employees may have access on an as-needed basis for system administration and maintenance. Other access is granted only on a case-by-case basis, consistent with the restrictions required by the Privacy Act (e.g., when disclosure is required by the Freedom of Information Act), as authorized by the system manager. The database and web server are protected within a locked data center facility with limited access |
| 19 Describe plans for retention and destruction of IIF. | Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 1100-C-2. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ESTAR-NIGMS

- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

System of Records notice: 09-25-0156



U.S. Department of Health and Human Services

PIA-HHS-Form-2004
Report Date: 7/12/2005
Page: 60



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Extramural Supp Sys-NIGMS

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 | OPDIV: | HHS/NIH/NIGMS |
| 3 | Title of System or Information Collection: | NIGMS Extramural Support System |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-27-02-5111-00-500-200 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIGMS-0008 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The NIGMS Extramural Support system supports extramural research activities that are not supported by NIH or HHS enterprise systems. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The eRA extramural data associated with NIGMS primary or secondary assignments are downloaded and refreshed from the IMPAC II database. The system provides reports, workflow, and tracking of grant applications and grant progress. This system does not contain any Personally Identifiable Information. |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Facility

Question:

Response:

- | | | |
|----|--|---------------------------------------|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-14 |
| 2 | OPDIV: | HHS/NIH/OD/ORS |
| 3 | Title of System or Information Collection: | Facility |
| 4 | Is this system or information collection new or is an existing one being modified? | Existing, under development |
| 7 | Unique Project Identifier Number: | 009-25-01-26-02-3301-00-405-143 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Record and report animal colony data. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | No PII data are collected |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Facility

- | | | |
|----|--|-----|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: GEMS-NIGMS

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-06-18 |
| 2 | OPDIV: | HHS/NIH/NIGMS |
| 3 | Title of System or Information Collection: | Grantee Email System (GEMS) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-27-02-5111-00-500-200 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIGMS-0005 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The Grantee Email System (GEMS) provides the ability to send email messages to targeted groups of NIGMS grantees. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The data contains grantee work-related contact information and is downloaded from the eRA system. This allows the generation of a targeted email list. This system does not contain any Personally Identifiable Information. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: GPB-NIMH

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-14 |
| 2 | OPDIV: | HHS/NIH/NIMH |
| 3 | Title of System or Information Collection: | Geriatric Psychiatry Branch Database (GPB) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-25-0099 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The system provides GPB personnel access to analyses and selected patient data collected in our branch. Legislation authorizing this activity is Public Law 102-321. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | We collect the information on patients such as name, address, and home phone to be able to stay in contact with our patients. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | We only collect privacy information at entry into our study or unless the patient relocates. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | The information is collected to stay in contact with our longitudinal cohort study population. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: GPB-NIMH

- | | | |
|----|--|---|
| 15 | Identify with whom the agency will share the IIF. | No one will have access to this information outside our NIMH branch. |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | This information is collected from research subjects on hand written data sheets and keyed into a secure database. During initial contact with the Geriatric Psychiatry Branch all patients and volunteers sign an informed consent form, approved by the Institutional Review Board (IRB), to participate in research protocols. All data collected is confidential, kept within our branch and used for research purposes only. Patients are told that the data collected will be discussed among staff and used for analyses for publications. |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NO |
| 18 | Describe how the IIF will be secured. | The information is maintained on a database server in a secure environment by the Center for Information Technology, NIH. |
| 19 | Describe plans for retention and destruction of IIF. | Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 3000-E-22, which allows records to be kept until no longer needed for scientific reference. Refer to the NIH Manual Chapter for specific disposition instructions. |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-25-0099 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Grantee Bibliograph-NCCAM

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-16 |
| 2 | OPDIV: | HHS/NIH/NCCAM |
| 3 | Title of System or Information Collection: | NCCAM Grantee Bibliographic Database |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-25-0036 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NCCAM-007 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The database was developed to disseminate information to the public about research articles that have resulted from the work funded by NCCAM grants. The legislation authorizing this activity is 42 USC 287c-21. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Agency collects information about the published journal article and enters it in an online database accessible to the public. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Only the information necessary to locate the research article is made available. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | To allow the public to identify publications resulting from NCCAM grants |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Grantee Bibliograph-NCCAM

- | | | |
|----|--|---|
| 15 | Identify with whom the agency will share the IIF. | Information is available to the public. |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Information is directly collected from reports submitted by NCCAM grantees to program officers. They are requested to inform us about any new publication resulting from their funded research. They have been informed about the availability of this online database. |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No. |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 4000-A-2, which allows records to be destroyed when no longer needed for administrative purposes. Refer to the NIH Manual Chapter for specific disposition instructions. |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | SOR: 09-25-0036 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: IMPAC II Extensions-NCI

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | OPDIV: | HHS/NIH/NCI |
| 3 | Title of System or Information Collection: | NCI IMPACII Extensions |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-04-00-02-4904-00-202-069 |
| 8 | System of Records Number: | 09-25-0036 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NCI-1 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | <p>This system extends the NIH IMPACII extramural information to include the specifics of the NCI extramural business process of grant portfolio management. This includes the transition from a paper business process to an electronic process across the life cycle of an NCI sponsored grant. Authority for maintenance of the system is per SOR 09-25-0036:5. U.S.C. 301; 42 U.S.C. 217a, 241, 282(b)(6), 284a, and 288. 48 CFR Subpart 15.3 and Subpart 42.15.</p> |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | <p>The PIA information that the system captures on the public is obtained from the NIH IMPACII system and the NIH Data Warehouse. The PIA that the system directly collects is about individuals employed by NCI and involved in the grants business process. PII includes Social Security Number.</p> |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: IMPAC II Extensions-NCI

- | | |
|--|--|
| 14 Explain why the IIF is being collected, maintained, or disseminated. | The information about NCI employees is contact information, NCI organizational and role information. This information is used to impose system access restrictions or privileges according to business area and to provide for tracking of business related actions. |
| 15 Identify with whom the agency will share the IIF. | The majority of this information is not shared outside of NCI the name and contact information is shared with the NIH IMPACII system. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | . This information is obtained from the representatives of the NCI organization where the individuals are employed. The information will be entered through an NCI intranet web application. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | There is no information collected directly from the public including children |
| 18 Describe how the IIF will be secured. | The information is secured via access restrictions including database roles, passwords and firewall. There is also physical security in place for the servers consisting of guards, cardkeys, cipher locks and storage of backup files at a different physical location. |
| 19 Describe plans for retention and destruction of IIF. | Data will be maintained per retention and disposal section of SOR 09-25-0036 |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | The existing system of records is SOR is 09-25-0036 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Interagen Edis-NIH Data

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-04-27 |
| 2 | OPDIV: | NIH/OD/OER/OPERA |
| 3 | Title of System or Information Collection: | Interagency Edison (subgroup NIH Data) |
| 4 | Is this system or information collection new or is an existing one being modified? | Existing |
| 7 | Unique Project Identifier Number: | NA |
| 8 | System of Records Number: | 09-25-0168 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | OMB No 0925-0001: 5/2004 |
| 10 | Other Identifying Number(s): | NA |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The system is a database repository for retention of records of inventions conceived or first actually reduced to practice using NIH extramural grant, cooperative agreement, or contract funds. The Bayh-Dole Act (P.L. 96-517) and implementing regulations (37 CFR Section 401.14) provide legislative authority to collect the information |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The database contains general information pertaining to inventions, patents, and utilization reports submitted to the NIH by extramural grantees or contractors. The agency uses the information to confirm compliance with statutory regulations. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Statutory regulations prescribe the minimum data |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Interagen Edis-NIH Data

- | | |
|---|--|
| 14 Explain why the IIF is being collected, maintained, or disseminated. | It is prescribed in the federal statute and associated regulations |
| 15 Identify with whom the agency will share the IIF. | The information is only shared with Congress through the HHS/OIG and/or GAO. Any other sharing of information is only through FOIA. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | The grantee/contractor provides the information. The grantee/contractors are informed that the information is retained as confidential, subject to FOIA. The iEdison web site includes a privacy notice (https://s-edison.info.nih.gov/iEdison/privacy.jsp). |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No information is collected from children under 13. |
| 18 Describe how the IIF will be secured. | The database system is housed at the NIH. All Internet transmissions are secured through standard SSL encryption. Access to the system is secured via password-authentication by all users. |
| 19 Describe plans for retention and destruction of IIF. | Retention and destruction of records are according to NIH records retention policy. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | IEdison comes under the system of records number 09-25-0168. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Internet MCTS

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-04 |
| 2 | OPDIV: | HHS/NIH/NIAMS |
| 3 | Title of System or Information Collection: | Internet Multi IC Contract Tracking System (MCTS) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A (Existing system) |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-25-0036 Extramural Awards and Chartered Advisory Committees (IMPAC 2), Contract Information (DCIS), and Cooperative Agreement Information, HHS/NIH |
| 9 | OMB Information Collection Approval Number and Expiration Date: | OMB No. 0990-0115 9/30/04 |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | System is used to monitor and track deliverables and administrative paperwork on awarded research contracts. System is used to facilitate the work processes within the contract management office and to provide the data for reports for internal sources. Legislation authority: 5. U.S.C. 301; 42 U.S.C. 217a, 241, 282(b)(6), 284a, and 288. 48 CFR Subpart 15.3 and Subpart 42.15. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Information collected is from the awarded research contract paperwork and is for internal administration of the contract. A contact person's name and mailing address is included for reference and to generate correspondence. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | For contract administration and internal reports. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Internet MCTS

- | | |
|---|---|
| 15 Identify with whom the agency will share the IIF. | Information is used for internal administration of the contract within the Institute and not distributed. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Information is obtained from the signed Research Contract documentation and from information entered into the HHS DCIS system. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NO |
| 18 Describe how the IIF will be secured. | Information is secured by domain permissions and database account and password. |
| 19 Describe plans for retention and destruction of IIF. | Information is maintained for historical and reporting purposes. When reports are no longer needed they will be destroyed according to record retention procedures. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-25-0036 Extramural Awards and Chartered Advisory Committees (IMPAC 2), Contract Information (DCIS), and Cooperative Agreement Information, HHS/NIH |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Intra & Admin Sup Sys

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 | OPDIV: | HHS/NIH/NIGMS |
| 3 | Title of System or Information Collection: | NIGMS Intranet and Administrative Support Systems |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-03-00-02-5142-00-500-200 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIGMS-0009 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The NIGMS Intranet supports NIGMS staff using Intranet content and administrative support systems. Although some content is program related, the majority of content and applications are supporting general and administrative functions. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Data is mainly administrative in nature and is either downloaded from an enterprise system or entered by NIGMS staff. This system does not contain any Personally Identifiable Information |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Intramural

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | OPDIV: | HHS/NIH/NCI |
| 3 | Title of System or Information Collection: | NCI DCEG Information System (Intramural) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-26-02-4926-00-202-069 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NCI-17 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This system allows the users in the Division of Cancer Epidemiology and Genetics (DCEG) to analyze costs of scientific studies and provide more efficient and accurate reporting to both NIH and NCI. Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, Part C, subpart 1, Sec. 285, Sec. 285a and 44 U.S.C. 3101 |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Work-related information is used from other systems and a limited amount is entered by staff. Information is then available for dissemination about the research within NCI and to the NIH. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ISETS

Question:

Response:

- | | | |
|----|---|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 | OPDIV: | HHS/NIH/ NIGMS |
| 3 | Title of System or Information Collection: | Integrated Software and Equipment Tracking System (ISETS) |
| 4 | Is this system or information collection new or is an existing one being modified? | New |
| 7 | Unique Project Identifier Number: | 009-25-03-00-02-5142-00-500-200 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIGMS-0016 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | <p>The Information Technology Operations Section (ITOS) of the Information Resource Management Branch (IRMB) of the National Institute of General Medical Sciences (NIGMS) purchases about 20 new copies of software each year and manages about 80 laptops and other equipment (e.g. Blackberries, printers, digital cameras) for NIGMS personnel to borrow. Currently the equipment information is kept in a excel spreadsheet by the ITOS staff and the software information is kept in an MS Access database by IRMB staff. While this works to a degree for the ITOS staff, the data needs to be organized, tracked and queried better to provide status information to the Information System Security Officer (ISSO) and ITOS Chief.</p> |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ISETS

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.

Depending on the equipment type, a variety of information needs to be kept about its make and model, software installed, operating system and virus updates, recent repairs, serial number and NIH property number. Whenever this equipment is loaned, the system will store the name, room number and office phone of the NIGMS staff member who has requested the equipment. For each software purchase, various information needs to be kept about the number of licenses that were purchased, who the software was purchased from, when the licenses must be renewed, any license keys or special installation information, the location where the media is stored.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ITAS

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-10-04 |
| 2 | OPDIV: | NIH |
| 3 | Title of System or Information Collection: | Integrated Time and Attendance System (ITAS) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 5 | Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | Y |
| 6 | Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | Karen Plá, NIH Privacy Act Coordinator |
| 7 | Unique Project Identifier Number: | 009-25-01-02-01-4605-00-403-132 |
| 8 | System of Records Number: | 09-90-0018 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ITAS

- 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.

The Integrated Time and Attendance System (ITAS) is an automated federal timekeeping system developed by the National Institutes of Health. It was modeled after a system developed at the National Science Foundation. ITAS provides a way for employees, timekeepers, administrative officers, and supervisors to record, track, and report time for work hours, leave activities and payroll purposes. Institute personnel such as Timekeepers and Administrative Officers edit the employee profile so it includes accurate time, leave, and tour of duty information. Once employee profiles are established, employees can use the system to record and track their time and attendance. The payroll circle is bi-weekly. Therefore, every two weeks, ITAS system processes are run to compute and accrue leave earned, generate timecards for the upcoming pay period, and produce an output file from the system to be transmitted to the Department of Health and Human Services (DHHS) payroll system. Besides NIH, ITAS is also used by the OPDIVs under DHHS, with the exception of FDA and CDC. Authority for the maintenance of the system is 5 U.S.C. 1302, 2951, 4118, 4308, 4506, 7501, 7511, 7521 and Executive Order 10561.

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.

ITAS allows Administrative Officers to set up employee profiles. However, both Timekeepers and Administrative Officers can edit their employee profiles. Once an employee's profile and tour of duty are set up, an employee will be able to access ITAS with the right credentials. The employee's profile contains IIF and the submission is mandatory.

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.

ITAS Administrative Officers input their employee's profile (IIF) into the ITAS system. The system is backed up regularly and adheres to the HHS Timekeeping policies and regulations regarding the employee's time and attendance data.

- 14 Explain why the IIF is being collected, maintained, or disseminated.

The federal employee information is being collected to allow federal users to use ITAS. Federal employees can record, report, and track their work hours and leave activities by using ITAS.

- 15 Identify with whom the agency will share the IIF.

The collected information is not shared with other agencies.

- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.

The employee information is obtained by the Administrative Officers and Timekeepers. The Administrative Officers and Timekeepers enter their employee's information via ITAS. The employee's salary information is displayed when requested by the employee upon a successful login. The salary information is stored in the Human Resource Database.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ITAS

- | | |
|--|---|
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No information is collected from children under 13. |
| 18 Describe how the IIF will be secured. | An individual is able to access ITAS with the right credentials within the NIH network. The supervisors have the rights to edit and view their employees' information. The system that contains the information is put behind the NIH firewall for security purposes. The information is secured by using 128-bit Secure-Socket-Layer (SSL) for web-access. |
| 19 Describe plans for retention and destruction of IIF. | Data is stored in a relational database and is being maintained as a historical record. Data is not being destroyed. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | The Privacy Act System of Records Notice under which the records will be maintained is 09-90-0018, entitled "Personnel Records in Operating Offices, HHS/ OS/ASPER." |
| 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Signed by: Timothy J. Wheelles NIH Privacy Act Officer 10/04/04 |
| 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Not yet signed by: Suzanne J. Service Designee for NIH Director |
| 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Not yet signed by: Alan Graeff NIH Chief Information Officer |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: LabDirector/LabMatrix

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-04 |
| 2 | OPDIV: | HHS/NIH/NHGRI |
| 3 | Title of System or Information Collection: | LabDirector/LabMatrix |
| 4 | Is this system or information collection new or is an existing one being modified? | New |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-25-0200 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Clinical and lab data information management system for samples on selected NHGRI protocols.Sect.301 PHS Act. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Demographic, appointment , laboratory and research info necessary for organizing patient care. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Clinical and research investigators use this system to organize information for basic care. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | Web-based management of data facilitates patient care and enhances research data collection and evaluation. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: LabDirector/LabMatrix

- | | |
|---|---|
| 15 Identify with whom the agency will share the IIF. | Use of system restricted to selected NIH professional medical staff (MD, RN, genetic counselor) and database administrator and developer. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Information collected through MIS records, research records, and physical exam. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | This system collects no data directly from children on the Internet. All data collection from children is by informed consent ; signed consents are obtained from parent/ guardian per protocol. Patient assent is also obtained per protocol and Institutional Review Board regulations. Data collected are not made publicly or commercially available. |
| 18 Describe how the IIF will be secured. | Encryption, password protection, physical access controls |
| 19 Describe plans for retention and destruction of IIF. | Information from patients on inactive protocols will be archived indefinitely. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-25-0200 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: LBC-NIMH

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-15 |
| 2 | OPDIV: | HHS/NIH/NIMH |
| 3 | Title of System or Information Collection: | Laboratory of Brain and Cognition Database (LBC) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-25-0200 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | A central repository of subjects and associated contact, demographic, and medical information necessary for LBC research staff to determine study availability, eligibility, and obtain MIS requests for LBC cognitive/imaging research protocols. Legislation authorizing this activity is NIH Public Health Service Act, Section 301. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The database collects names, contact information, demographics, medical, psychiatric, language, eligibility, and availability information for subjects tested under LBC research protocols. This information is used as a source pool of available testing subjects and the personally identifiable information collected is used for scheduling and eligibility requirements for LBC cognitive/imaging protocols. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Personal information collected is the minimum necessary for adequately contacting/scheduling subjects and/or qualifying/disqualifying subjects on the basis of individual LBC study requirements. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: LBC-NIMH

- | | |
|---|--|
| 14 Explain why the IIF is being collected, maintained, or disseminated. | This information is collected as a central repository of available testing subjects. Subjects are individually screened and information is gathered to determine their study eligibility/availability. Available fMRI testing slots are scheduled and NIH Clinical Center orders are requested using this system. |
| 15 Identify with whom the agency will share the IIF. | This information is not shared with personnel outside the NIMH/LBC. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | The information is obtained from telephone conversations with potential research participants. Subjects are told verbally that the information is being collected into a central repository and will be treated as confidential and used for research purposes only. Subjects may discontinue participation at any time. After an initial screening, subjects are scheduled for a history and physical to determine further eligibility. Consent to participate in the research effort is obtained at the time of the scanning appointment. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No. |
| 18 Describe how the IIF will be secured. | The information is housed on a Filemaker Pro Macintosh Server in a locked office space. The database system is behind the perimeters of the NIH firewalls. Least privilege password access to the database is utilized to restrict unnecessary access. |
| 19 Describe plans for retention and destruction of IIF. | Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1B "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 3000-G-3, which allows records to be kept as long as they are useful in scientific research. Collaborative Perinatal Project records are retained in accordance with item 3000-G-4, which does not allow records to be destroyed. Refer to the NIH Manual Chapter for specific conditions on disposal or retention instructions. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | SOR 09-25-0200 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: MIB-NIMH

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-14 |
| 2 | OPDIV: | HHS/NIH/NIMH |
| 3 | Title of System or Information Collection: | Molecular Imaging Branch Clinical Database (MIB) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-25-0200 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The system contains data about individuals relevant to particular research studies in the MIB, NIMH. Legislation authorizing this activity: NIMH Public Law 102-321. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The collected information include, but are not limited to, name, study identification number, address, relevant telephone numbers, and date of birth. The agency will use the information as part of the recruitment and characterization of the research subjects as well as analysis of the research data. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | The information collected is the minimum needed to identify subjects and critical characteristics that may affect interpretation of the research results. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | The information is required for the research mission of the MIB, NIMH. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: MIB-NIMH

- 15 Identify with whom the agency will share the IIF. No sharing beyond the Agency
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. No sharing beyond the Agency
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) Not done.
- 18 Describe how the IIF will be secured. Authorized Users: Access to identifiers and to link files is strictly limited to the authorized personnel whose duties require such access. Physical Safeguards: Records are either in locked rooms during off-duty hours, locked file cabinets, and/or secured computer facilities. Procedural Safeguards: Collection and maintenance of data is consistent with legislation and regulations in the protection of human subjects, informed consent, confidentiality, and confidentiality specific to drug and alcohol abuse patients where these apply.
- 19 Describe plans for retention and destruction of IIF. Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1B ☐ Keeping and Destroying Records ☐ (HHS Records Management Manual, Appendix B-361), item 3000-G-3, which allows records to be kept as long as they are useful in scientific research.
- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. Existing Privacy Act system of record: 09-25-0200

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NBRSS

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-10-01 |
| 2 | OPDIV: | NIH |
| 3 | Title of System or Information Collection: | NIH Business System (NBS) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 5 | Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | Y |
| 6 | Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | Karen Plá, NIH Privacy Act Coordinator |
| 7 | Unique Project Identifier Number: | 009-25-01-05-01-4601-00-402-125 |
| 8 | System of Records Number: | 09-25-0217 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NBRSS

- 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.

The overall objective of the NBS is to enable administrative/scientific support that is cost effective, provides more accurate and timely information, modernizes hardware and software components, and facilitates the scientific mission of the NIH. The scope of the NBS includes seven business or "functional" areas currently included in the ADB: Financial Management Property Management Accounts Payable (Commercial Accounts) Acquisition Service and Supply Funds Operations Supply Management Travel Management Legal authority for maintenance of the NBS may be found in 5 U.S.C. 301 and 302, 44 U.S.C. 3101 and 3102, Executive Order 9397.

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.

Name, Social Security Number (SSN) or EIN/TID, address, email address, phone number, purpose of payment or request for payment, bank account and routing numbers, accounting classification and the amount paid or billed. Also, in the event of an overpayment and for outstanding charges, fees, loans, grants, or scholarships, the amount of the indebtedness, the repayment status and the amount to be collected. In the event of an administrative wage garnishment, information about the debtor's employment status and disposable pay available for withholding will be maintained.

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.

This system is a financial and administrative management system that generates transactions to general ledger, accounts payable, accounts receivable and for travel administration and management. Minimal information is collected that will facilitate financial transactions. Current and past NIH employees, participants in the NIH visiting programs, registered users of NIH computer facilities, grantees, reviewers, council members, collaborators, vendors, and patients and visitors to the NIH Clinical Center may have invoices requiring payment of adjustment. The IIF collected by the NBS is used solely to facilitate these financial transactions.

- 14 Explain why the IIF is being collected, maintained, or disseminated.

Current and past NIH employees, participants in the NIH visiting programs, registered users of NIH computer facilities, grantees, reviewers, council members, collaborators, vendors, and patients and visitors to the NIH Clinical Center may have invoices requiring payment or adjustment. The IIF collected by the NBS is used solely to facilitate these financial transactions.

- 15 Identify with whom the agency will share the IIF.

The agency will share the IIF as indicated by the routine use disclosures listed in the Privacy Act System of Record 09-25-0217, entitled "NIH Business System (NBS), HHS/NIH."



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NBRSS

- | | |
|---|---|
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Users of NIH resources and services including but not limited to: current and past NIH employees, contractors, tenants of NIH facilities, participants in the NIH visiting programs, registered users of NIH computer facilities, grantees, reviewers, council members, collaborators, vendors, and parking permit holders. This system does not cover patients and visitors to the NIH Clinical Center. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 Describe how the IIF will be secured. | The NBS will conform to applicable law and policy governing the privacy and security of Federal automated information systems. These include but are not limited to the Privacy Act of 1974, Computer Security Act of 1987, Paperwork Reduction Act of 1995, Clinger-Cohen Act of 1996, and the Office of Management and Budget (OMB) Circular A-130, Appendix III, "Security of Federal Automated Information Resources." The IIF will be secured in accordance with Privacy Act System of Record 09-25-0217, entitled "NIH Business System (NBS), HHS/NIH." |
| 19 Describe plans for retention and destruction of IIF. | Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix I - "Keeping and Destroying Records." |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | The existing Privacy Act System of Records Notice under which the records will be maintained is 09-25-0217, entitled "NIH Business System (NBS), HHS/NIH." |
| 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Signed by: Timothy J. Wheelles NIH Privacy Act Officer 10/01/04 |
| 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Not yet signed by: Suzanne J. Servis Designee for NIH Director |
| 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Not yet signed by: Alan Graeff NIH Chief Information Officer |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NCRR Intranet Website

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-24 |
| 2 | OPDIV: | HHS/NIH/NCRR |
| 3 | Title of System or Information Collection: | NCRR Intranet Website |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-25-0106 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The NCRR Intranet Website (www.ic.nih.gov) provides information to NCRR employees. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | NCRR does not collect personal information through its website except for general web trend statistics that allow us to improve the quality of the website. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NCRR Intranet Website

- | | | |
|----|--|------------|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-25-0106 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NEI Hardware & Software

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-06
2 OPDIV:	NIH/NEI
3 Title of System or Information Collection:	NIH NEI Hardware and Software support
4 Is this system or information collection new or is an existing one being modified?	New
7 Unique Project Identifier Number:	009-25-01-26-02-8703-00-202-069
10 Other Identifying Number(s):	009-25-01-26-02-8703-00
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	IT support of all National Eye Institute (NEI) program and mission, excluding Infrastructure. <input type="checkbox"/> non personal data. Public Health Service Act , Title 42 USC, 42- USC, Title 4, Part A, SubPart 9, Sec 455
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	Information for IT management only <input type="checkbox"/> non personal
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	N/A
14 Explain why the IIF is being collected, maintained, or disseminated.	N/A
15 Identify with whom the agency will share the IIF.	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NEI Hardware & Software

- | | | |
|----|--|-----|
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NEI Website

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-07 |
| 2 | OPDIV: | NIH/NEI |
| 3 | Title of System or Information Collection: | NIH NEI Website |
| 4 | Is this system or information collection new or is an existing one being modified? | New |
| 7 | Unique Project Identifier Number: | 009-25-01-27-02-8711-00-305-109 |
| 10 | Other Identifying Number(s): | 009-25-02-01-02-3036-00 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Publicly accessible website of NEI. Public Health Service Act , Title 42 USC, 42- USC, Title 4, Part A, SubPart 9, Sec 455 |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Voluntary information used to respond to inquiries and orders for publications of NEI. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Only data necessary to respond is collected |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | To reply to inquiries about NEI and to post orders for NEI publications. |
| 15 | Identify with whom the agency will share the IIF. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NEI Website

- | | |
|---|--|
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Voluntarily collected via website form, this is strictly voluntary information |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 Describe how the IIF will be secured. | Secured via signon and authentication methods |
| 19 Describe plans for retention and destruction of IIF. | Data retained at this level as long as reporting required, destroyed thereafter. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NEIBank

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-07 |
| 2 | OPDIV: | NIH/NEI |
| 3 | Title of System or Information Collection: | NEI Bank |
| 4 | Is this system or information collection new or is an existing one being modified? | New |
| 7 | Unique Project Identifier Number: | 009-25-01-26-02-8710-00-202-069 |
| 10 | Other Identifying Number(s): | 009-25-01-26-02-8710-00 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Support of the National Eye Institute (NEI) Bank Project (a genomics project). This is a database/information retrieval system of genetic data. Public Health Service Act , Title 42 USC, 42-USC, Title 4, Part A, SubPart 9, Sec 455 |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Genetic data only for scientific analysis <input type="checkbox"/> no personal data collected |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | Health researchers |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NEIBank

- | | | |
|----|--|---|
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | Secured via signon and authentication methods |
| 19 | Describe plans for retention and destruction of IIF. | Data retained indefinitely, no plans for destruction. |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIAAA Internet Website

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-08 |
| 2 | OPDIV: | HHS/NIH/NIAAA |
| 3 | Title of System or Information Collection: | National Institute on Alcohol Abuse and Alcoholism Institute Internet Website |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-27-02-9499-00 |
| 8 | System of Records Number: | 09-25-0106 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The IC Internet Website (www.niaaa.nih.gov) provides information about alcohol research in a wide range of scientific areas including genetics, neuroscience, epidemiology, health risks and benefits of alcohol consumption, prevention, and treatment to the public. The authority for the maintenance of this system is 5 U.S.C. 301; 44 U.S.C. 3101. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The Institute does not collect personal information through its website except for general web trend statistics that allow us to improve the quality of the website. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIAAA Internet Website

- | | | |
|----|--|------------|
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-25-0106 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIAMS Website

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-15 |
| 2 | OPDIV: | DHHS/NIH/NIAMS |
| 3 | Title of System or Information Collection: | NIAMS IRP Website |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-90-0001 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This system's main function is provide information on NIAMS laboratory and clinical research and training opportunities to the outside world. The legislation authorizing this activity is The Health Research Extension Act of 1985, P.L. 99-158. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | NIAMS collects Employee Name, Position/Title, Degree, Branch/Lab/Program Assigned To, Email Address, Phone Number, Fax Number, Work Location, Photograph, and Professional Biographic Information. This information shows the type of research that is being conducted at NIAMS. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Data collected is used as an employee directory system |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | To list the employees of the Intramural Program with their contact information to show their research interests and assist with collaborations. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIAMS Website

- | | | |
|----|--|---|
| 15 | Identify with whom the agency will share the IIF. | Information is available on the Internet. |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | a. Employee names and contact information are entered into the website when they start to work at NIAMS. A password is needed to add or edit data. b. Information is supplied via an administrative officer. c. The information is required for the employee lab directory. d. Professional biographic information and publication lists are requested by the webmaster and sometimes the supervisor. The employee submits their bio-sketch. Their photograph is only added to the website and identified by name if they give their written permission. e. When employees leave the institute, their names are moved to the alumni status on the website. Their new affiliation may be added to their entry. Specific contact information is only shown with their permission. |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No information will be collected from children under age 13 on the Internet. |
| 18 | Describe how the IIF will be secured. | A username and password is needed to add or change data. VPN, Firewalls and Intrusion Detection Systems are used to protect the website from tampering. |
| 19 | Describe plans for retention and destruction of IIF. | The data is retained until there is no further administrative need to retain it, and then either deleted, or deactivated. New contact information may be added once an employee becomes an alumnus. |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | The existing Privacy Act system of records of notice under which the records will be maintained is 09-90-0001, Telephone Directory/Locator System, HHS/OS/ASMB/OMAS. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIDCR Personnel DB

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 0000-00-00 |
| 2 | OPDIV: | HHS-NIH-NIDCR |
| 3 | Title of System or Information Collection: | NIDCR Personnel Database |
| 4 | Is this system or information collection new or is an existing one being modified? | NA |
| 7 | Unique Project Identifier Number: | 009-25-01-02-02-7302-00-403-131 |
| 8 | System of Records Number: | 09-90-0018 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | NA |
| 10 | Other Identifying Number(s): | NIDCR6.doc |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The Human Resources Database is a small Microsoft Access database that supports Institute-specific and non-Full Time Equivalent data that is not found in the enterprise system. Authority for maintenance of the system: 5 USC 1302, 2951, 4118, 4308, 4506, 7501, 7511, 7512, and EO 10561. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Employee data, such as Name, SSAN, address, education, citizenship and related employment information is used to manage the NIDCR ethics program and other personnel-related matters. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIDCR Personnel DB

- | | |
|---|---|
| 14 Explain why the IIF is being collected, maintained, or disseminated. | To have a ready, electronic source from which to cross-check ethics and related employment information as new requests to undertake activities outside the workplace are received. Used to report to NIH and others, as requested, on status of employees or ethics activities. Also used to track and provide internal reports on employee data, such as awards, special pay contracts, and number of non-FTE staff. |
| 15 Identify with whom the agency will share the IIF. | NIDCR senior staff, NIH and others at higher echelons. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Most information is downloaded from the central NIH Human Resources Database. Other information not contained there is collected to be able to have one electronic source of staff information, to enable us to respond to requests from higher echelons, or assess/evaluate incoming requests from staff members. All new staff members are advised, when information is collected, about the existence of the database and its uses. The information collected and contained in the database can be found in numerous other sources (e.g., CVs, employment forms) <input type="checkbox"/> this database is simply a central, consolidated repository for all of the information. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NA |
| 18 Describe how the IIF will be secured. | Very limited number of <input type="checkbox"/> need-to-know <input type="checkbox"/> users. Password protected. |
| 19 Describe plans for retention and destruction of IIF. | Retention and destruction of data collected is in accordance with NIH Records schedule when no longer needed for administrative purposes. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | PIA System 09900018 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIDCR-Internet Website

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-04 |
| 2 | OPDIV: | HHS/NIH/NIDCR |
| 3 | Title of System or Information Collection: | NIDCR Internet Website |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | Use if applicable, otherwise N/A |
| 8 | System of Records Number: | 09-25-0106 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIDCR8 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The NIDCR Internet Website (www.ic.nih.gov) provides information about health and research to the public and scientific community. The authority for the maintenance of this system is 5 U.S.C. 301; 44 U.S.C. 3101. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The Institute does not collect personal information through its website except for general web trend statistics that allow us to improve the quality of the website. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIDCR-Internet Website

- | | | |
|----|--|------------|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-25-0106 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIGMS Internet

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 | OPDIV: | HHS/NIH/NIGMS |
| 3 | Title of System or Information Collection: | NIGMS Internet |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIGMS-0007 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The NIGMS Internet is a website that provides information about the mission and programs of the NIGMS. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | This system does not collect data or contain any Personally Identifiable Information. |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIH Delegation of Auth DB

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-30 |
| 2 | OPDIV: | HHS/NIH/OD/OM/OMA/DMS |
| 3 | Title of System or Information Collection: | NIH Delegations of Authority Database |
| 4 | Is this system or information collection new or is an existing one being modified? | New |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | <p>Delegations of Authority (DOAs) are the formal assignment or commitment of legal power, usually to a subordinate official, to make certain decisions and take certain actions that have legal significance. The DOAs are maintained in the database and tracked by DOA Coordinators assigned to each Institute/Center at the NIH as well as Subject Matter Experts (SMEs) who work in the Office of Human Resources at NIH. The DOA Coordinators & SMEs are authorized by the System Administrator to browse, search, add, edit and redelegate the delegations, as appropriate. No PII will be collected. Therefore, there is no legislative authority authorizing the collection of PII.</p> |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | <p>The database will collect information from the signed delegations of authority approved by the Secretary, HHS, NIH Director and other senior officials. Authorized users of the database will enter the data into the database. No PII will be collected.</p> |



U.S. Department of Health and Human Services

PIA-HHS-Form-2004
Report Date: 7/12/2005
Page: 126



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIH Delegation of Auth DB

- | | | |
|----|--|-----|
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIH Jobs Website

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-25 |
| 2 | OPDIV: | HHS/National Institutes of Health |
| 3 | Title of System or Information Collection: | Jobs @ NIH website |
| 4 | Is this system or information collection new or is an existing one being modified? | Existing |
| 8 | System of Records Number: | 09-25-0106 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Website □ static HTML pages, no data collected, no cookies |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | N/A |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIH Jobs Website

- | | | |
|----|--|-----|
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | no |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | no |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIH OA Website

Question:

Response:

- | | | |
|----|--|---------------------------------|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-16 |
| 2 | OPDIV: | HHS/NIH/OD/OM/OA/BMOCO |
| 3 | Title of System or Information Collection: | NIH OA Website |
| 4 | Is this system or information collection new or is an existing one being modified? | Modified |
| 7 | Unique Project Identifier Number: | 009-25-01-27-02-4655-00-305-109 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIH OA Website

- 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.**

The National Institutes of Health (NIH), Office of Administration (OA), is a multi-functional fee-for-service organization providing acquisition management, procurement, property, logistics and transportation services across the NIH --as well as offering some of these services across the Federal government. Recently the OA commissioned an extensive independent study and evaluation of its services, which resulted in the development of the OA Transformation Council and multiple transformation workgroups to incorporate the desired changes and enhancements to OA operations. The OA Communications Transformation Workgroup produced the concept for the Business Management Office for Communications and Outreach (BMOCO) to manage OA's internal and external customer awareness and outreach communications, and envisioned the strategy for a customer service-centric Knowledge Based System (KBS) as part of the OA business communications and outreach process. This Internet-based website and Knowledge Based System would not only serve to bring cohesion to the OA's Business Lifecycle approach across organizational functions, but would help the twelve organizational components within the Office of Administration to establish stellar customer services, and metrics --and marketing outreach activities as well.

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.**

The OA BLS Knowledge Based System is a planned Internet-based automated system to support the OA's twelve organizational units. The system will be an integral part of the overall communications business process for the OA, particularly for outreach and education purposes. The system incorporates a self-assessing automated customer-driven measurement and feedback mechanism that helps to clearly define the major business drivers, gaps, and encumbrances, and promotes efficient business planning and strategy that influence functional, departmental and individual responsibilities and evaluation. All system measurement evaluation relates back to satisfaction of customer requirements.

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.**

The KBS website system will also support administrative and reporting functions, and provide users ready access to electronic information to include financial and programmatic statistics, contract and task order outreach data, as well as to event and activity information and registration.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIH OA Website

- 14 Explain why the IIF is being collected, maintained, or disseminated.

Best practices, in both the Public and Private sectors, have shown that organizations with a customer-driven, friendly, and useful Internet-based KBS presence are successfully sending customers clear and consistent messages of WHY and HOW to engage in business. These organizations provide the customer the ability to find information that is based on business functions more readily and thoroughly, and project a clear path through the business process that alleviates the normal interdepartmental fluff, ambiguity, and confusion. Fulfillment of the recent organizational transformation initiative recommending a web customer service central repository and browser-based retrieval tools to simplify and make uniform the OA image, administration, reporting, and communications and outreach process. And to achieve economies-of-scale and simplify maintenance by implementing a single system approach across all the OA.

- 15 Identify with whom the agency will share the IIF.

Information is to be primarily used for internal purposes only. However, the unique and functionally diverse audience and stakeholders of the OA □scientist to purchasing agent to program managers to CIO□s to industry business professionals to contact officers and IT technology coordinators both internal and external to the NIH; requires individualized electronic web communication of the highest caliber and utility.

- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.

The primary objectives of the OA BLS-KBS website system are: To bring cohesion to the organizational web design and function for the Office of Administration as planned by the OA Transformation Workgroup. To bring harmony and attempt to capitalize on the past web efforts across various OA organizational units. The OA Business Management Office for Communications and Outreach (BMOCO) will facilitate this effort and form a workgroup composed of representatives of the various OA functions. Enable OA to continue to be a self-sustaining, cost-effective fee-for-service organization by monitoring and tracking customer activity and requirements with 100 percent accuracy, and then automatically updating the Knowledge-Based System instantaneously to ensure the most up-to-date and timely customer service information available. Enhance the content and style of the OA website based on the role, requirements, and activities performed within the OA. To provide web presence for the few OA units without any, and reduce the complexity and IT support of maintaining web presence for the multiple organizations that do have websites --transitioning the architecture to a single system solution and bringing all related maintenance to a single maintenance operation.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIH OA Website

17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)

No information will be collected from children under age 13.

18 Describe how the IIF will be secured.

The systems development for this task shall follow the model already established by Department and NIH approved standards for system's security. All development efforts shall provide for not only a consistent look and feel, and a consistent use of security technology that is supportable within technology standards of the NIH. BearingPoint shall translate the detailed specifications produced during the Design Phase into an executable system. The program modules developed shall fulfill the user requirements. Deliverables shall include a system ready for testing. The overall system security level is Level 3, high, which represents the highest rating between data sensitivity and application criticality. Sensitivity Level 3 High for Data: To protect the proprietary information it may contain. Since some information will be accessible to Contractors and to the general public. In addition, the KBS System will be compliant with the AISSP Handbook and other applicable regulations and NIH guidance. The systems security shall be tested to assure functionality is consistent with the AISSP details described in the handbook. Testing will validate that they system(s) can meet the minimum security needs for the number of anticipated users and provides the ability to scale for periods of high demand. Additionally, a unit test, integration test and system qualification test (SQT) will be conducted. The SQT will also be performed to confirm that the system satisfies the user's requirements in the FRD --as well as validation that the SQT accurately addresses the requirements defined in the AISSP. After testing has been completed we shall update the User Manual, Operators Manual, Maintenance Manual and any other pertinent documents to reflect any changes made as a result of testing. Because the KBS System Security Plan (SSP) is a task order deliverable, it is premature to fully address all security planning and safeguards at present. However, the User Manual will describe the specific considerations for authentication and authorization, secure communications, availability, and non-repudiation.

19 Describe plans for retention and destruction of IIF.

No sensitive or classified information contained

20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

System and process will be fully compliant with section 552a U.S.C. regarding the Privacy Act.



U.S. Department of Health and Human Services

PIA-HHS-Form-2004
Report Date: 7/12/2005
Page: 133



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: NIMH Websites

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-07
2 OPDIV:	NIH
3 Title of System or Information Collection:	NIMH Websites
4 Is this system or information collection new or is an existing one being modified?	N/A
7 Unique Project Identifier Number:	009-25-01-27-02-9218-00-305-108
8 System of Records Number:	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	To disseminate Institute information to the public. Public Law 102-321
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	Websites maintained to disseminate Institute information. This system has no personal identifying information.
20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: OCPL Mail List DB-NIGMS

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 | OPDIV: | HHS/NIH/NIGMS |
| 3 | Title of System or Information Collection: | OCPL Mailing Labels DB |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-03-00-02-5142-00-500-200 |
| 8 | System of Records Number: | 09-25-0106 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIGMS-0004 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The OCPL Mailing Labels database is a web based data collection system that allows collection of contact information for persons that are requesting educational/informational materials from NIGMS. NIGMS and its contractors will use the data to generate mailing labels. Information in the system is protected by the Privacy Act as part of NIH system of records 09-25-0106 and its collection is authorized by 5 U.S.C. 301; 44 U.S.C. 3101. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Data includes name and mailing address(es), phone number, and email address. This contact information may be for work or home, depending on the preference of the person requesting the materials. These data are used in sending the requested materials |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Only information required for sending the requested materials is collected. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: OCPL Mail List DB-NIGMS

- | | |
|---|--|
| 14 Explain why the IIF is being collected, maintained, or disseminated. | These data are used in sending the requested materials. |
| 15 Identify with whom the agency will share the IIF. | The data collected is made available to those outside the NIH only as required by law. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Address information is collected from the people asking for materials. Requests may be via phone, email, letter, or other forms of correspondence. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No |
| 18 Describe how the IIF will be secured. | Regular access to information is limited to NIGMS staff that are collecting the information or sending materials. Developers and/or Contractor employees may have access on an as-needed basis for system administration and maintenance. Other access is granted only on a case-by-case basis, consistent with the restrictions required by the Privacy Act (e.g., when disclosure is required by the Freedom of Information Act), as authorized by the system manager. The database is protected within a locked facility with cipher locks and controlled access. |
| 19 Describe plans for retention and destruction of IIF. | Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 1700-C, which allows records to be kept for a maximum period of ten years. Refer to the NIH Manual Chapter for specific disposition instructions. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | System of Records notice: 09-25-09-25-0106 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ORWH Correspond Track Sys

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-08 |
| 2 | OPDIV: | NIH/OD/ORWH |
| 3 | Title of System or Information Collection: | NIH Office of Research on Women's Health (ORWH) Correspondence Tracking System |
| 4 | Is this system or information collection new or is an existing one being modified? | Existing system |
| 7 | Unique Project Identifier Number: | 009-25-01-26-02-4664-00-401-119 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | System is used for the tracking of official correspondence received in ORWH |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The CTS is a correspondence tracking system. The information to be collected will consist of incoming correspondence and controlled correspondence. The collected information will be used to track the movement of correspondence and action items received in the ORWH. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ORWH Correspond Track Sys

- | | | |
|----|--|-----|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ORWH Website

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-08 |
| 2 | OPDIV: | NIH/OD/ORWH |
| 3 | Title of System or Information Collection: | NIH Office of Research on Women's Health (ORWH) |
| 4 | Is this system or information collection new or is an existing one being modified? | Existing system |
| 7 | Unique Project Identifier Number: | 009-25-01-27-02-4665-00-305-109 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Website for the Office of Research on Women's Health - information dissemination |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | No data is collected, the site is for information only. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ORWH Website

- | | | |
|----|--|-----|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PANDAS-NIMH

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-14 |
| 2 | OPDIV: | NIH |
| 3 | Title of System or Information Collection: | PANDAS server |
| 4 | Is this system or information collection new or is an existing one being modified? | n/a |
| 7 | Unique Project Identifier Number: | n/a |
| 8 | System of Records Number: | 09-25-0099 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | n/a |
| 10 | Other Identifying Number(s): | n/a |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The PANDAS server is used to store patient data collected as part of NIH protocols. The legislation authorizing this activity is PL 102-321. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Data collected includes symptom ratings, performances on neuropsychological tests, and demographics. Some of the data will be analyzed and published in scientific journals (of course scores/ratings will be reported without any PII). |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Only individuals in Dr. Swedo's lab and the server administrators have access to the server. Users have a log-in name and password. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | As part of NIH research protocols |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PANDAS-NIMH

- | | |
|---|---|
| 15 Identify with whom the agency will share the IIF. | No PPI information will be shared with people other than individuals in Dr. Swedo's lab and the server administrators |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Information is obtained after patients sign written consents forms in the presence of a research investigator and a witness. The information is collected from patient's self-report and behavioral performances, as well as clinician's observations. Data is collected from both children and their parents. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | no |
| 18 Describe how the IIF will be secured. | Passwords, log-ins, restricted number of users, guards to NIH building, keys to lab. |
| 19 Describe plans for retention and destruction of IIF. | Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743 ,Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 3000-E-22, which allows records to be kept until no longer needed for scientific reference. Refer to the NIH Manual Chapter for specific disposition instructions. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | System of records. 09-22-0099 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PRAT Tracker-NIGMS

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 | OPDIV: | HHS/NIH/NIGMS |
| 3 | Title of System or Information Collection: | PRAT Tracker |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-27-02-5111-00-500-200 |
| 8 | System of Records Number: | 09-25-0124 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIGMS-0006 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | <p>The PRAT tracker is an MS Access system for collection of progress information on current and former NIGMS Pharmacology Research Associate Program (PRAT) fellows. NIGMS and its contractors will use the data to report outcomes for congressional justifications for the PRAT program. Information in this system is protected by the Privacy Act as part of NIH system of records 09-25-0124, and its collection is authorized by 42 U.S.C. 209.</p> |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | <p>Data includes name and SSN for identification purposes. Data also include contact information which may include home address and phone number if work contact information is not available. These data are used in maintaining contact with the former fellows for collecting yearly status on progress after the program. Awards, degrees, and other education and employment information are used in aggregate for determining summary outcomes for congressional justification.</p> |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PRAT Tracker-NIGMS

13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.

name and SSN is required for unique identification purposes. Contact information is required to maintain contact with the former PRAT fellow. Awards, degrees, and other education and employment information are used in aggregate for determining summary outcomes for congressional justification.

14 Explain why the IIF is being collected, maintained, or disseminated.

For review, award and administration of the Pharmacology Research Associate Program (PRAT).

15 Identify with whom the agency will share the IIF.

The data collected is made available to those outside the NIH only as required by law.

16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.

Data is collected from the fellows and former fellows via phone, email, letter, or other forms of correspondence

17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)

No

18 Describe how the IIF will be secured.

Regular access to information is limited to NIGMS staff who are collecting the information or sending materials. Developers and/or Contractor employees may have access on an as-needed basis for system administration and maintenance. Other access is granted only on a case-by-case basis, consistent with the restrictions required by the Privacy Act (e.g., when disclosure is required by the Freedom of Information Act), as authorized by the system manager. The database is protected within a locked facility with cipher locks and controlled access

19 Describe plans for retention and destruction of IIF.

Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 2300-320-2(a). Refer to the NIH Manual Chapter for specific disposition instructions.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PRAT Tracker-NIGMS

- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

System of Records notice: 09-25-0124



U.S. Department of Health and Human Services

PIA-HHS-Form-2004
Report Date: 7/12/2005
Page: 156



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Prelude

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | OPDIV: | HHS/NIH/CSR |
| 3 | Title of System or Information Collection: | Prelude |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-26-02-3202-00-401-122 |
| 8 | System of Records Number: | 09900024 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | CSR-1 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This is a Commercial Off the Shelf Technology (COTS) product that is used to print out checks to CSR peer reviewers. The legislation authorizing this activity is section 301 of the PHS Act. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Name, social security number, mailing address is key-entered into this system from another NIH system: IMPAC II. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Only data required to accurately print out the checks are entered into the system. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | Used to print travel reimbursement checks to reviewers who participate in NIH peer review meetings |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Prelude

- | | |
|---|---|
| 15 Identify with whom the agency will share the IIF. | The collected information is only used to print checks for the reviewers and is not otherwise shared. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Information is key-entered from reports out of IMPAC II, an existing NIH system of records. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No |
| 18 Describe how the IIF will be secured. | Access to the information restricted by userid and password. |
| 19 Describe plans for retention and destruction of IIF. | After the checks are written and distributed, the check information is key-entered into IMPACII and removed from this system. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | The existing system of records is : Financial Transactions of HHS Accounting and Finance Office, HHS/OS/ASMB |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Records Manage DB-NCCAM

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-18 |
| 2 | OPDIV: | HHS/NIH/NCCAM |
| 3 | Title of System or Information Collection: | NCCAM Records Management Database |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09 25 0106 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NCCAM 008 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The purpose of the system is to track the disposition of records sent to the Federal Records Center or the National Archives. Authorizing legislation: 42 USC 287c-21 |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The information collected includes file names and disposition dates in an effort to effectively manage records. Only necessary information is collected. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Records Manage DB-NCCAM

- | | | |
|----|--|----------------|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | SOR 09-25-0106 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Sci Area Code & Rep Sys

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-02 |
| 2 | OPDIV: | HHS/NIH/NINR |
| 3 | Title of System or Information Collection: | Science Area Coding and Reporting System (STARS) |
| 4 | Is this system or information collection new or is an existing one being modified? | NA |
| 7 | Unique Project Identifier Number: | 009-25-01-01-02-8997-00 |
| 8 | System of Records Number: | 09-25-0036 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | NA |
| 10 | Other Identifying Number(s): | NINR1 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The Science Tracking and Reporting System is an IMPAC II extension system that allows for automated Science Area Coding, rules, canned and ad hoc reporting of National Institute of Nursing Research (NINR) grant data. Sec 301 of PHS Act |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | STARS downloads grant data from IMPACII. To that data, grant-by-grant, the responsible program director assigns one to many science area codes. Once the coding is complete, the program, grants management, financial, and information office staff can run reports to gather information necessary for their particular area to respond to program, budgetary, department, and congressional requirements. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SCORE-NIDCR

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 0000-00-00 |
| 2 | OPDIV: | HHS-NIH-NIDCR |
| 3 | Title of System or Information Collection: | Dental, Oral and Craniofacial Reporting System |
| 4 | Is this system or information collection new or is an existing one being modified? | NA |
| 7 | Unique Project Identifier Number: | 009009-25-01-03-02-7304-00 |
| 8 | System of Records Number: | NIH 09-25-0036 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | NA |
| 10 | Other Identifying Number(s): | NA |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Science coding of research projects that is used for budgetary and other reporting purposes. PHS Act, Sec. 301. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Data is used to perform specialized queries and to generate reports for internal use. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | NA |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | NA |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SCORE-NIDCR

- | | | |
|----|--|------------|
| 15 | Identify with whom the agency will share the IIF. | NA |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | NA |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NA |
| 18 | Describe how the IIF will be secured. | NA |
| 19 | Describe plans for retention and destruction of IIF. | NA |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-25-0036 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Sec Coun Website-NIGMS

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 | OPDIV: | HHS/NIH/NIGMS |
| 3 | Title of System or Information Collection: | NIGMS Secure Council Website |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-27-02-5111-00-500-200 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIGMS-0010 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The secure council website provides National Advisory General Medical Sciences (NAGMS) council members with information and materials for council meetings. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Grant related materials and information are uploaded into the system by NIGMS staff and provided to council members on-line. This system does not contain any Personally Identifiable Information. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SERCH

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-10-21 |
| 2 | OPDIV: | NIH |
| 3 | Title of System or Information Collection: | System for Enterprise Records and Correspondence Handling (SERCH) |
| 4 | Is this system or information collection new or is an existing one being modified? | Existing one being modified |
| 5 | Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | Y |
| 6 | Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | Karen Plá, NIH Privacy Act Coordinator |
| 7 | Unique Project Identifier Number: | 009-25-02-01-02-4647-00-404-137 |
| 8 | System of Records Number: | 09-25-0106 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SERCH

- | | |
|--|--|
| <p>11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.</p> <p>12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.</p> <p>13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.</p> <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p> <p>15 Identify with whom the agency will share the IIF.</p> <p>16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> <p>17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>To provide electronic records management and document management for the NIH Director's official correspondence and files. To track and distribute all correspondence addressed or directed to the NIH Director and documents initiated by him, to assure timely and appropriate response. To classify and maintain these incoming and response documents, briefing materials, and meeting folders as part of the NIH Director's official files until they are either purged and shredded or accessioned to the National Archives and Records Administration according to the NIH Records Control Schedule.</p> <p>The system does not collect any information; it maintains only the information that is submitted voluntarily.</p> <p>NIH maintains only the data that the correspondent voluntarily sends us. We enter as searchable fields only that data which is necessary to respond to the correspondence (name and mailing address or email address).</p> <p>NIH maintains only the IFF data that the correspondent voluntarily sends us that is necessary for us to respond to their request (name and mailing address or email address).</p> <p>N/A</p> <p>NIH Executive Secretariat staff obtains all data from official correspondence sent to the NIH Director. No additional data is collected from any other source. Since the correspondent voluntarily sends the correspondence to the NIH Director, it contains only the information that the correspondent chooses to include (a letter may be sent anonymously).</p> <p>No information will be collected from children under age 13 on the Internet.</p> |
|--|--|

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SERCH

18 Describe how the IIF will be secured.

The system's Web site shall use Secure Sockets Layer (SSL), and Security Logging shall be activated. The Web user interface shall provide 128-bit encryption and be PKI-enabled. The system shall keep an audit trail for all functional areas. The system, in conjunction with its operating environment, shall use identification and authentication measures that allow only authorized persons to access the system. The system shall provide multi-level, role-based system access controls, regularly updated by the Systems Administrator. The system shall integrate with Single Sign On. Each user will be required to login with user IDs and passwords, and users shall be locked out after 3 failed login attempts. Password construction shall adhere to NIH password policy, and passwords shall be encrypted when in storage and in transmission. The user's screen shall automatically lock after a specified period of inactivity. Physical records are stored in locked file cabinets. Deleted documents are shredded.

19 Describe plans for retention and destruction of IIF.

The data pertaining to the records will be retained/destroyed along with the record in accordance with the approved Files Retention Schedule for the NIH Director's official files.

20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

The Privacy Act System of Records Notice under which the records will be maintained is 09-25-0106, entitled "Administration: Office of the NIH Director and Institute/Center Correspondence Records, HHS/NIH/OD."

21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):

Signed by: Timothy J. Wheelles NIH Privacy Act Officer 10/21/04

22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):

Not yet signed by: Suzanne J. Servis Designee for NIH Director

23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):

Not yet signed by: Alan Graeff NIH Chief Information Officer

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Staff Photo Dir-NIGMS

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 | OPDIV: | HHS/NIHNIGMS |
| 3 | Title of System or Information Collection: | NIGMS Staff Photo Directory |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-03-00-02-5142-00-500-200 |
| 8 | System of Records Number: | 09-25-0216 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIGMS-0015 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The NIGMS staff photo directory resides on the NIGMS Intranet and provides NIGMS staff with staff names, titles, office/division/branch, work phone numbers and office locations of NIGMS staff. Information in the system is protected by the Privacy Act as part of NIH system of records 09-25-0216 and its collection is authorized by 5 U.S.C. 301 and 302, 44 U.S.C. 3101 and 3102, Executive Order 9397. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The only PII information collected is a photograph of the staff person. The photograph can be access on the NIGMS Intranet to help staff familiarize themselves with new persons. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | All other information is work related such as location, work phone number, etc. Staff may decline to have the photograph |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Staff Photo Dir-NIGMS

- | | |
|---|---|
| 14 Explain why the IIF is being collected, maintained, or disseminated. | To facilitate the ability to contact appropriate staff within the institute and to improve communications and promote a better work environment |
| 15 Identify with whom the agency will share the IIF. | The information is not shared. All photographs are marked <input type="checkbox"/> NIGMS Official Use Only <input type="checkbox"/> to minimize likelihood of misuse. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | The name and contact information is provided by the supervisor prior to new employee's start date. During new staff's IT orientation they are asked if they'd like to have their photograph included in the directory to help co-workers identify them more easily. Inclusion of photographs is voluntary. If agreeable, the new person's photograph is taken, labeled <input type="checkbox"/> NIGMS Official Use Only <input type="checkbox"/> , and the digital image is placed in a secure system folder. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No |
| 18 Describe how the IIF will be secured. | The digital image is stored using NTSF file protections. The intranet site that displays the photographs is available only on the NIGMS Intranet, and is protected by multiple firewalls and NT account and password. |
| 19 Describe plans for retention and destruction of IIF. | Records are maintained on electronic media such as computer tape and disk. Automated records are stored in controlled computer areas. Computerized records will be maintained in accordance with the standards of Chapter 45-13 of the HHS General Administration Manual, "Safeguarding Records Contained in Systems of Records", supplementary Chapter PHS hf: 45-13, and the Department's Automated Information System Security Program Handbook. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | System of Records notice: 09-25-0216 |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Supplemen Track Sys-NIGMS

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 | OPDIV: | HHS/NIH/NIGMS |
| 3 | Title of System or Information Collection: | MD Supplements System |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-27-02-5111-00-500-200 |
| 8 | System of Records Number: | 09-25-0036 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIGMS-0003 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | <p>The MD Supplements System is a client/server system used to collect and maintain data on students supported by supplements. The data is used to provide complete, accurate, and up-to-date reports on support on Research Supplements for Underrepresented Minorities and Individuals with Disabilities. Information in the system is protected by the Privacy Act as part of NIH system of records 09-25-0036 and its collection is authorized by 42 U.S.C. 217a.</p> |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | <p>Data includes name and SSN for identification purposes. The system also contains data on educational level, gender, citizenship status, and ethnicity. The data are only used in summary form for reporting purposes.</p> |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | <p>The SSN and name are required to ensure identification. Education level, gender, citizenship status and ethnicity are required to generate the required report.</p> |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Supplemen Track Sys-NIGMS

- | | |
|---|--|
| 14 Explain why the IIF is being collected, maintained, or disseminated. | The information is used by NIH staff to generate a required report on support of underrepresented minorities and individuals with disabilities. |
| 15 Identify with whom the agency will share the IIF. | The information is normally only shared in aggregate form in the report. The data collected is made available to those outside the NIH only as required by law. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Personal identification information (names, SSN, addresses, etc.) is collected from the supplements application that is provided part of the Minority and Disabilities supplement program. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No |
| 18 Describe how the IIF will be secured. | Regular access to information is limited to NIGMS staff that are collecting the information or generating the report. Contractor employees may have access on an as-needed basis for system administration and maintenance. Other access is granted only on a case-by-case basis, consistent with the restrictions required by the Privacy Act (e.g., when disclosure is required by the Freedom of Information Act), as authorized by the system manager. The database is protected within a locked facility with cipher locks and controlled access. |
| 19 Describe plans for retention and destruction of IIF. | Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 4000-A-2, which allows records to be destroyed when no longer needed for administrative purposes. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | System of Records notice: 09-25-0036 |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Track Record

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | OPDIV: | HHS/NIH/CSR |
| 3 | Title of System or Information Collection: | Track Record |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | CSR-5 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Records and tracks tasking of Web team. Authorized by Section 301 of the PHS Act. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | No PII information is collected. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Track Record

- | | | |
|----|--|-----|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No. |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | No |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-18 |
| 2 | OPDIV: | HHS/NIH/NCCAM |
| 3 | Title of System or Information Collection: | Visual Employee Data System |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-02-9696-00-403-131 |
| 8 | System of Records Number: | 09-90-0018 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NCCAM 005 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | VEDS is a windows-based application primarily used to manage and track personnel information. Authority under 42 USC 287c-21. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The NETCOMM application collects information from the NIH Human Resource Database (HRDB) through a bi-weekly download. Social security numbers are included in the data collected. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | The data collected is information necessary to manage the organization's personnel information. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | The data collected is used to manage the organization's personnel information. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS

- | | | |
|----|--|--|
| 15 | Identify with whom the agency will share the IIF. | Information is for internal administrative use only and is not shared with other entities. |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Information is downloaded from the NIH HRDB. |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No. |
| 18 | Describe how the IIF will be secured. | It is an electronic system, with very limited users, and is password protected. |
| 19 | Describe plans for retention and destruction of IIF. | Records are retained until there is no further administrative need for retention. |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | SOR: 09-90-0018 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NEI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-07
2 OPDIV:	NIH/NEI
3 Title of System or Information Collection:	NIH NEI Visual Employee Database (VEDS)
4 Is this system or information collection new or is an existing one being modified?	New
7 Unique Project Identifier Number:	009-25-01-02-02-8796-00-403-131
10 Other Identifying Number(s):	009-25-01-02-02-8796-00
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Data retrieved from existing NIH ADB system for internal NEI use. Public Health Service Act , Title 42 USC, 42-USC, Title 4, Part A, SubPart 9, Sec 455
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	Human Resources information for personnel management and planning
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	Typical information required for personnel resources management
14 Explain why the IIF is being collected, maintained, or disseminated.	To facilitate internal reporting and management of NEI Human Resources.
15 Identify with whom the agency will share the IIF.	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NEI

- | | |
|---|--|
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Information obtained from existing internal NIH CIT Administrative Database <input type="checkbox"/> suppliers provide consent upon application for employment and acceptance of employment. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 Describe how the IIF will be secured. | Secured via signon and authentication methods |
| 19 Describe plans for retention and destruction of IIF. | Data retained at this level as long as employee is a member of NEI staff, destroyed thereafter |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NHGRI

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-05-27 |
| 2 | OPDIV: | HHS/NIH/NHGRI |
| 3 | Title of System or Information Collection: | Visual Employee Data System (VEDS) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | Use of applicable, otherwise N/A |
| 8 | System of Records Number: | 09-90-0018 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | VEDS is a windows-based application primarily used to manage and track personnel information. Authority for maintenance of the system: 5 U.S.C. 1302, 2951, 4118, 4308, 4506, 7501, 7511, 7521 and Executive Order 10561. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The NETCOMM application collects information from the NIH HRDB system through a downloaded bi-weekly report. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Social security numbers are included in the data collected as it is information necessary to manage an organization's personnel information. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | The data collected is used to manage the organization's personnel information. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NHGRI

- | | | |
|----|--|--|
| 15 | Identify with whom the agency will share the IIF. | Information is for internal administrative use only and will not be shared with other entities. |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Information is downloaded from the NIH Human Resources Database. |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | . It is an electronic system, with very limited <input type="checkbox"/> need-to-know <input type="checkbox"/> users, and is password protected. |
| 19 | Describe plans for retention and destruction of IIF. | Records are retained and destroyed in accordance with the NIH Records Schedule when no longer needed for administrative purposes. |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-90-0018 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NIAMS

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-14 |
| 2 | OPDIV: | DHHS/NIH/NIAMS |
| 3 | Title of System or Information Collection: | NIAMS VEDS (Visual Employee Database System) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-02-02-8896-00-403-131 |
| 8 | System of Records Number: | HHS # 09-90-0018 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Generate reports containing personnel information. The legislation authorizing this activity is 5 U.S.C 1302, 2951, 4118, 4308, 4506, 7501, 7511, 7521, and Executive Order 10561. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | NIAMS generates reports and responds to management queries by using this system . |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Data collected is required to respond to management queries. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | EHRP does not currently possess the capabilities to generate the reports required by NIAMS and NIH management. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NIAMS

15 Identify with whom the agency will share the IIF.

a. Information in these records may be used by the Office of Personnel Management, Merit Systems Protection Board, Equal Employment Opportunity Commission, and the Federal Labor Relations Authority in carrying out their functions. b. In the event an appeal is made outside the Department, records that are relevant may be referred to the appropriate agency charged with rendering a decision or appeal. c. In event that this SOR indicates a violation or potential violation of law, the relevant records may be referred, as a routine use, to the appropriate agency, whether federal, foreign, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing that statute, rule, regulation, or order issued. d. In the event the Department deems it desirable or necessary, in determining whether particular records are required to be disclosed under the Freedom of Information Act, disclosure may be made to the Department of Justice for the purpose of obtaining advice. e. A record from this SOR may be disclosed as a routine use to a federal, state, or local agency maintaining civil, criminal, or other relevant enforcement records or other pertinent records if necessary to obtain a record relevant to an agency decision concerning hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the record is relevant and necessary to the requesting agency's decision on the matter. f. Where federal agency having the power to subpoena other federal agencies' records issue a subpoena to the Department for records in this SOR, the Department will make such records available. g. Where a contract between a component of the Department and a labor organization recognized under E.O. 11491 or 5 U.S.C. Chapter 71 provides that the agency will disclose personal records relevant to the organization's mission, records in this SOR may be disclosed to such organization. h. The Department contemplates that it will contract with a private firm for the purpose of collating, analyzing, aggregating or refining records in this system. Relevant records will be disclosed to such a contractor. The contractor shall be required to maintain Privacy Act safeguards with respect to such records. i. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual. j. In the event of litigation where the defendant is the Department, any component of the Department, or any employee of the Department in his or her official capacity; the United States where the Department determines that the claim, if successful, is likely to directly affect the operations of the Department of any of its components; or any Department employee in his or her individual capacity where the Justice Department has agreed



U.S. Department of Health and Human Services

PIA-HHS-Form-2004
Report Date: 7/12/2005
Page: 184



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NIAMS

- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 18 Describe how the IIF will be secured.
- 19 Describe plans for retention and destruction of IIF.
- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- to represent such employee, the Department may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to present an effective defense, provided such disclosure is compatible with the purpose for which the records were collected. k. Records may be disclosed to student volunteers, individuals working under a personal services contract, and other individuals performing functions for the Department but technically not having the status of agency employees, if they need access to the records in order to perform their assigned agency functions.
- Information in this SOR is derived from information supplied by the individual, which is placed in HRDB or EHRP, or is provided by Department officials. Information is initially supplied by the individual to HR in writing at the time of employment and is required, as a condition of employment, to process payroll, taxes, benefits, and other actions and determinations made about an individual while employed. Consent is provided as part of the initial data collection for input into HRDB/EHRP.
- No information will be collected from children under age 13 on the Internet.
- Records are maintained on-line by the system and may be printed by authorized requesters. Access to and use of these records are limited to those persons whose official duties require such access.
- Records are retained until there is no further administrative need to retain them, or the individual leaves the jurisdiction of the operating office, and are then either destroyed, deleted, or deactivated.
- The existing Privacy Act system of records of notice under which the records will be maintained is 09-90-0018 Personnel Records in Operating Offices, HHS/OS/ASPER.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NIMH

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-14 |
| 2 | OPDIV: | National Institutes of Health (NIH) |
| 3 | Title of System or Information Collection: | Visual Employment Database System (VEDS) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | : 009-25-01-02-02-9296-00 |
| 8 | System of Records Number: | 09-25-0217, NIH Business System (NBS), HHS/NIH |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The VEDS system is used to collect employee data in an effort to maintain a tracking system to ensure that personnel actions (promotions, stipend increases, renewals, etc.) are processed in a timely fashion. Legislation: Public Health Services Act, section 301 |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The information collected consists of: employee name, address, social security number, phone number(s), position information, appointment expiration dates, education, date of birth, and e-mail address. All of this information is used to track employees. The information is queried into a variety of reports used to track personnel within the Institute. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | All of the information collected is necessary to track individual employees and have the necessary contact information and information needed to complete personnel actions. Each field is a crucial identifier to the individual employee. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NIMH

- | | |
|---|---|
| 14 Explain why the IIF is being collected, maintained, or disseminated. | The information is being collected to maintain the database of personnel. The information is then used to track employees for necessary personnel actions throughout their stay at the National Institute of Mental Health (NIMH). |
| 15 Identify with whom the agency will share the IIF. | This information is not shared outside of HHS |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A. This data is downloaded from the Human Resources Database (HRDB). |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No information will be collected from children under the age of 13. |
| 18 Describe how the IIF will be secured. | Authorized users have been trained in the Privacy Act and systems security requirements. To insure security of the data, each individual user's access level is managed by the VEDS Administrator to ensure minimum and necessary access. The server is located in a locked room and is accessible only to specified system support personnel and is also protected by a limited access log-on procedure. |
| 19 Describe plans for retention and destruction of IIF. | Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 □ □ Keeping and Destroying Records.□ |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-25-0217, NIH Business System (NBS), HHS/NIH |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NINDS

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-18 |
| 2 | OPDIV: | HHS/NIH/NINDS |
| 3 | Title of System or Information Collection: | NIH NINDS Visual Status of Funds (VSOF) |
| 7 | Unique Project Identifier Number: | 009-25-01-01-02-8698-00-402-129 |
| 8 | System of Records Number: | NBS #09-25-0217 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | VSOF is a financial/budget tracking system PHS Act Section 301 |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | This information is downloaded from the current NIH financial system. The information is used to track budgets for the IC. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOE-NCCAM

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-12 |
| 2 | OPDIV: | HHS/NIH/NCCAM |
| 3 | Title of System or Information Collection: | Visual Status of Funds |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09 90 0024 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NCCAM 006 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The purpose of the system is for query and review of accounting data in order to monitor obligations and expenditures associated with a current fiscal year.
Authorizing legislation: 42 USC 287c-21 |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Accounting data and related document information is downloaded from a central accounting mainframe and is relevant or specific for NCCAM's fiscal year operations. This data allows NCCAM to maintain an accounting of its spending throughout the year and assists in reconciling and balancing all financial accounts for end of year closing. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NCCAM

- | | | |
|----|--|----------------|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | SOR 09-90-0024 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NCRR

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-24 |
| 2 | OPDIV: | HHS/NIH/NCRR |
| 3 | Title of System or Information Collection: | Visual Status of Funds (VSOF) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-01-02-4898-00 |
| 8 | System of Records Number: | 09-90-0024 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The purpose of the system is for query and review of accounting data in order to monitor obligations and expenditures associated with a current fiscal year. Authorizing for maintenance of this system are the Budget and Accounting Act of 1950 (P.L. 81-784) and the Debt Collection Act of 1982 (P.L. 97-365). |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Accounting data and related document information is downloaded from a central accounting mainframe and is relevant or specific to NCRR's fiscal year operations. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | This data allows NCRR to maintain an accounting of its spending throughout the year and assists in reconciling and balancing all financial accounts for end of year closing. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSO-NCRR

- | | | |
|----|--|----------------------|
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | No PII is collected. |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-90-0024 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOE-NEI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-07
2 OPDIV:	NIH/NEI
3 Title of System or Information Collection:	NIH NEI Visual Status of Funds VSOE
4 Is this system or information collection new or is an existing one being modified?	New
7 Unique Project Identifier Number:	009-25-01-01-02-8798-00-402-125
10 Other Identifying Number(s):	009-25-02-01-02-3036-00
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Accounting information for use in financial management of NEI. Public Health Service Act , Title 42 USC, 42-USC, Title 4, Part A, SubPart 9, Sec 455
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	Internal management information <input type="checkbox"/> accounting data <input type="checkbox"/> no personal information
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	N/A
14 Explain why the IIF is being collected, maintained, or disseminated.	N/A
15 Identify with whom the agency will share the IIF.	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NEI

- | | | |
|----|--|-----|
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NHGRI

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-04 |
| 2 | OPDIV: | HS/NIH/NHGRIH |
| 3 | Title of System or Information Collection: | Visual Status of Funds (VSOF) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-90-0024 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | VSOF is an organizational reporting tool that allows an organization to manipulate and report on financial transactions downloaded from the NIH Central Accounting System. Authority for maintenance of the system: 5 U.S.C. 1302, 2951, 4118, 4308, 4506, 7501, 7511, 7521 and Executive Order 10561. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | NETCOMM application collects information from the NIH central accounting system through a downloaded daily report. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Information may include the names of Federal employees who have been issued a government travel authorization. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | The data collected is used to manage and track the organization's budget. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOE-NHGRI

- | | |
|---|--|
| 15 Identify with whom the agency will share the IIF. | Information is for internal administrative use only and will not be shared with other entities. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Information is downloaded from the NIH central accounting system. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 Describe how the IIF will be secured. | It is an electronic system, with very limited <input type="checkbox"/> need-to-know <input type="checkbox"/> users, and is password protected. |
| 19 Describe plans for retention and destruction of IIF. | Records are retained and destroyed in accordance with the NIH Records Schedule when no longer needed for administrative purposes. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-90-0024 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIA

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-01 |
| 2 | OPDIV: | HHS/NIH/National Institute on Aging |
| 3 | Title of System or Information Collection: | Visual Status of Funds (VSOF) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-90-0024 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The purpose of the system is for query and review of accounting data in order to monitor obligations and expenditures associated with a current fiscal year.
Authorizing legislation: 42USC 287C-21. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Accounting data and related document information is downloaded from a central accounting mainframe and is relevant or specific to an institute or center for its fiscal year operations. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | This data allows the institute to maintain an accounting of its spending throughout the year and assists in reconciling and balancing all financial accounts for end of year closing. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOE-NIA

- | | | |
|----|--|------------|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-90-0024 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIAAA

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-07 |
| 2 | OPDIV: | HHS/NIH/NIAAA |
| 3 | Title of System or Information Collection: | Visual Status of Funds (VSOF) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-90-0024 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The purpose of the system is for query and review of accounting data in order to monitor obligations and expenditures associated with a current fiscal year. Authorizing for maintenance of this system are the Budget and Accounting Act of 1950 (P.L. 81-784) and the Debt Collection Act of 1982 (P.L. 97-365). |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Accounting data and related document information is downloaded from a central accounting mainframe and is relevant or specific to an institute or center for its fiscal year operations. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | This data allows the institute to maintain an accounting of its spending throughout the year and assists in reconciling and balancing all financial accounts for end of year closing. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOE-NIAAA

- | | | |
|----|--|----------------------|
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | No PII is collected. |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-90-0024 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIAMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-14
2 OPDIV:	HHS/NIH/NIAMS
3 Title of System or Information Collection:	NIAMS VSOF (Visual Status of Funds)
4 Is this system or information collection new or is an existing one being modified?	N/A
7 Unique Project Identifier Number:	009-25-01-01-02-8898-00-402-129
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Provides a visual indicator of funds status. VSOF is not a PI system.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	NIAMS generates financial reports and responds to management financial queries by using this system. None of this information is Privacy Information.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIDCR

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-04 |
| 2 | OPDIV: | HHS/NIH/NIDCR |
| 3 | Title of System or Information Collection: | Visual Status of Funds (VSOF) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-01-02-7398-00-402-129 |
| 8 | System of Records Number: | 09-90-0024 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIDCR2 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | <p>The purpose of the system is for query and review of accounting data in order to monitor obligations and expenditures associated with a current fiscal year. Authorizing for maintenance of this system are the Budget and Accounting Act of 1950 (P.L. 81-784) and the Debt Collection Act of 1982 (P.L. 97-365).</p> |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | <p>Accounting data and related document information is downloaded from a central accounting mainframe and is relevant or specific to an institute or center for its fiscal year operations.</p> |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | <p>This data allows the institute to maintain an accounting of its spending throughout the year and assists in reconciling and balancing all financial accounts for end of year closing.</p> |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOE-NIDCR

- | | | |
|----|--|----------------------|
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | No PII is collected. |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-90-0024 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIGMS

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 | OPDIV: | HHS/NIH/NIGMS |
| 3 | Title of System or Information Collection: | Visual Status of Funds (VSOF) |
| 4 | Is this system or information collection new or is an existing one being modified? | N/A |
| 7 | Unique Project Identifier Number: | 009-25-01-01-02-5198-00-500-200 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | NIGMS-0013 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | A reporting tool that extracts data from the NIH Data Warehouse to be used in tracking the status of NIGMS obligations for Extramural and Intramural funds |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The system does not collect privacy act information. The system provides access to accounting data and does not contain any Personally Identifiable Information. |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIMH

Question:

Response:

1 Date of this Submission (MM/DD/YYYY):

2004-06-14

2 OPDIV:

NIH

3 Title of System or Information Collection:

Visual Status of Funds (VSOF)

7 Unique Project Identifier Number:

009-25-01-01-02-9298-00-402-129

8 System of Records Number:

N/A

11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.

Visual Status of Funds (VSOF) facilitates viewing and managing the ICs accounts. Its database stores the ICs financial transactions, and allows users to view and summarize this data according to their needs. P.L. 102-321

12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.

Visual Status of Funds stores the ICs financial transactions, which are downloaded daily from the NIH Data Warehouse. The ICs use the information to monitor spending trends, monitor balances in the accounts, also for specialized reporting, such as, travel reports and salary trends. No personal identifying information is collected



U.S. Department of Health and Human Services

PIA-HHS-Form-2004
Report Date: 7/12/2005
Page: 205



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NINDS

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-18 |
| 2 | OPDIV: | HHS/NIH/NINDS |
| 3 | Title of System or Information Collection: | NIH NINDS Visual Status of Funds (VSOF) |
| 4 | Is this system or information collection new or is an existing one being modified? | Existing |
| 7 | Unique Project Identifier Number: | 009-25-01-01-02-8698-00-402-129 |
| 8 | System of Records Number: | NBS #09-25-0217 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | VSOF is a financial/budget tracking system PHS Act Section 301 |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | This information is downloaded from the current NIH financial system. The information is used to track budgets for the IC. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: WebHealth

Question:

Response:

- | | | |
|----|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-14 |
| 2 | OPDIV: | HHS/NIH/OD/ORS |
| 3 | Title of System or Information Collection: | WebHealth |
| 4 | Is this system or information collection new or is an existing one being modified? | Existing, under development |
| 7 | Unique Project Identifier Number: | 009-25-01-26-02-3301-00-405-143 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Record and report animal serology data. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | No PII data are collected. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: WebHealth

- | | | |
|----|--|-----|
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |